



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, February 05, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- January 8, 2026
- [2.](#) Emergency Declaration Ratification
- [3.](#) RFP 2025-01- Pump and Haul Contract Award- Drainfield Solutions LLC
- [4.](#) Administrative Code Section 2, Jeff Gore

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

5. VDOT Update, Kyle Bates
- [6.](#) 2025 Annual Report & Monthly Report , India Adams-Jacobs
- [7.](#) Finance Director/Treasurer's Report, Hope Toliver
- [8.](#) Bowling Green Police Department, Justin Cecil
- [9.](#) Public Works Report, Shawn Fortune, DPW
- [10.](#) Utilities Report, IES, Jamie Silveus
- [11.](#) BGVA Main Street Annual Report

NEW BUSINESS:

- [12.](#) Fat, Oils, and Grease (F.O.G.) Ordinance- Request to Schedule Public Hearing, Mark Inboden, IES
- [13.](#) Healthcare Insurance Premium Increase and Cost-Sharing Options – FY26 & FY27, Hope Toliver
- [14.](#) Budget Amendment, Hope Toliver, Finance Director/Treasurer
- [15.](#) Financial Consultant Contract Amendment-CYM, India Adams-Jacobs
- [16.](#) Resolution No. 2026-007 – Planning Commission Appointment, Jeffrey Smith, Deputy Clerk

[17.](#) Temporary Mobile Food Vending Application Review & Fee Setting, India Adams-Jacobs

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

18. Pursuant to Virginia Code § 2.2-3711(A)(8), for consultation with legal counsel about a Corrective Action Agreement with the Department of Environmental Quality.

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

MINUTES

Thursday, January 08, 2026
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

- The Town Council Work Session was called to order at 5:00 PM by Mayor Gambill. A roll call was conducted, and a quorum was established.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Davis, Councilmember Voit, Councilmember Chinault, Councilmember Storke, Councilmember Hageman

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Jeffrey Smith, Administrative Assistant/Deputy Clerk

BUSINESS:

1. Election of Vice Mayor, Town Council
 - Council discussed the timing and process for Vice-Mayor appointments under the Town's bylaws, clarifying that such appointments occur every two years following elections and are typically addressed during the annual organizational meeting rather than the work session.
2. Town Council 2026 Meeting Schedule, India Adams-Jacobs, Town Manager/Clerk
 - Council reviewed the proposed 2026 Town Council meeting schedule provided in the agenda packet and discussed a clerical inclusion of January 2027, which staff indicated would be corrected on the formal resolution.
 - Councilmember Hageman motioned to adopt Resolution 2026-001 approving the 2026 Town Council meeting schedule, seconded by Councilmember Voit. Following a roll call vote with no opposed votes and one member absent, the motion carried.
3. Town Council Bylaws & Rules of Procedure, Jeff Gore, Town Attorney
 - Town Attorney Jeff Gore reviewed the proposed bylaws and rules of procedure, explaining staff's recommendation to adopt bylaws annually as a standalone document rather than codifying procedural rules within the Town Code. Discussion included remote participation requirements under the Virginia Freedom of Information Act, roll call voting procedures, record retention practices, and consistency of resolution numbering format.

- Councilmember Hageman motioned to adopt the Town Council bylaws as presented, with clarification to amend the example resolution numbering to reflect the full year format, seconded by Vice-Mayor Coyle. Following a roll call vote, the motion carried unanimously among members present.

INFORMATIONAL ITEMS:

None.

ACTION ITEMS:

None.

ADJOURNMENT:

- Councilmember Voit motioned to adjourn the work session, seconded by Councilmember Hageman. Following Council approval by right-hand vote, the meeting was adjourned at 5:23 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, January 08, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:02 PM by Mayor Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Voit, Councilmember Webb, Councilmember Davis

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Percy Ashcraft, Town Consultant

CONSENT AGENDA:

1. Minutes- December 4, 2025
 - Councilmember Voit motioned to approve the minutes, seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.
2. Approval of Non-Profit Usage of Town Hall
 - Council discussed proposed nonprofit use of Town Hall facilities, including historical precedent, partnership considerations with schools and community organizations, and use during regular business hours.
 - Councilmember Voit motioned to approve the nonprofit usage request (Caroline County Public Schools & 4-H), seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Pat Cropper, North Main Street, expressed concerns regarding additional engineering costs associated with the USDA Waterline Project and questioned the timing, bidding process, and project amendments. She stated she would submit written questions for Council review.
- Ms. Ann-Marie Giles, Roper Drive, reiterated concerns regarding public safety and visibility issues, questioned responsiveness related to VDOT coordination, and expressed concerns regarding recent tax and fee increases and billing timelines.

MEMBER COMMENTS:

- Councilmember Voit provided a Planning Commission update, noting the cancellation of the December meeting, upcoming Comprehensive Plan work, and annual work plan development. He also raised the need to address the Planning Commission's Council liaison appointment, whose term has expired.

PUBLIC HEARING:

3. **PUBLIC HEARING- Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
 - Council conducted a public hearing on proposed amendments to Articles 10-04 (Definitions), 10-18 (B-1 Business District), and 10-20 (B-2 Business District) to define temporary mobile food vending vehicles and permit their use within business districts. Discussion included Planning Commission review over multiple meetings, community engagement surveys, administrative permitting authority, impacts to brick-and-mortar businesses, and clarification of permitted uses.
 - Councilmember Hageman motioned to adopt the zoning ordinance text amendment with an amendment clarifying food as the primary use and allowing accessory sale of merchandise items, seconded by Vice-Mayor Coyle. Following the roll call vote, the motion carried with six votes in favor and one absent vote.

STAFF REPORTS & PRESENTATIONS:

4. Town Manager Report, India Adams-Jacobs, Town Manager
 - The Town Manager, India Adams-Jacobs, presented the Town’s 2025 accomplishments, including major infrastructure, financial, and operational milestones. Highlights included completion of the FY 2022 and FY 2023 audits, progress toward completion of the FY 2024 audit, and stabilization of the Town’s financial systems following prior staff turnover, the award of approximately \$6.2 million in state grant funding for water quality improvements and well replacements, completion of emergency water and sewer repairs on Main Street and Courthouse Lane, identification and replacement of critical fire hydrants, and establishment of the Town’s first GIS system at no cost through partnership support, securing approximately \$2.7 million in low-interest loan funding for sludge management improvements, execution of the Town’s first intergovernmental services agreement with Fort Walker, and competitive procurement of refuse services to reduce operational costs.
 - Mayor Gambill provided clarification regarding the Gross Alpha consent order, emphasizing that awarded grant funds are dedicated solely to regulatory compliance and water treatment improvements and are not related to utility rate levels.
5. Public Works Report, Shawn Fortune
 - Mr. Fortune, Director of Public Works, provided an operational update and was present to respond to Council questions regarding ongoing Public Works activities.
6. Finance Director/Treasurer Report, Hope Toliver
 - Ms. Toliver, Finance Director/Town Treasurer, reported that revenues across all departments were trending on target at the midpoint of the fiscal year. She provided updates regarding utility billing cycles, mail delivery challenges, returned mail, address verification efforts, and coordination with the local postmaster. She also noted ongoing records cleanup efforts and meter account verification and reminded Council that the extended personal property tax deadline remains in effect. Additional discussion included Harvest Festival attendance data showing increased participation compared to the prior year, higher sponsorship levels, and increased meals tax collections.

7. Police Department Monthly Report, Justin Cecil
 - Council thanked the Police Department for assistance with community events, including the Christmas Parade and Harvest Festival. Streetlight concerns and ongoing coordination were briefly discussed.
8. Utilities Report, Mark Inboden, IES
 - Jamie Silveus, Inboden Environmental Services Operator, reported a quiet operational month at the wastewater treatment facility, noted continued evaluation of UV disinfection equipment, and stated that no system failures had occurred.

NEW BUSINESS:

9. WWTF Drying Bed Rehabilitation, Mark Inboden, IES
 - Mr. Inboden presented findings from an assessment of the Town's drying beds, which were determined to be non-operational and in need of repair. He outlined a proposed interim sludge management solution utilizing geotextile dewatering bags, associated equipment, and rental options to reduce long-term costs and labor demands.
 - Councilmember Voit motioned to authorize the drying bed rehabilitation project with Langford Excavating Utilities, LLC in an amount not to exceed \$35,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Hageman and passed unanimously following a roll call vote with six votes in favor and one absent vote.
10. Request for Approval – HVAC Repair at Wastewater Treatment Plant, Shawn Fortune, DPW
 - Council discussed the need to replace, rather than repair, the aging HVAC unit at the wastewater treatment facility due to equipment failure and age beyond expected service life.
 - Councilmember Hageman motioned to authorize replacement of the HVAC system in an amount not to exceed \$25,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Voit and passed unanimously following a roll call vote with six votes in favor and one absent vote.
11. Acceptance of Resolution No. 2026-005- Authorizing the Appropriation of Water Fund Reserves for Unbudgeted Engineering Costs Associated with the USDA Water Line Project and Amending the FY 2026 Budget, Percy Ashcraft, USDA Project Consultant
 - Council reviewed unbudgeted engineering costs related to amendments necessary to advance the USDA Waterline Project following changes in project scope and easement limitations.
 - Councilmember Hageman motioned to adopt Resolution 2026-005 authorizing appropriation of \$150,000 from Water Fund reserves and amendment of the FY 2026 budget, seconded by Vice-Mayor Coyle. The motion passed unanimously following roll call vote with six votes in favor and one absent vote.
12. Acceptance of VDH Grant Award- Town of Bowling Green Gross Alpha Treatment and Well Replacements, India Adams-Jacobs, Town Manager
 - Councilmember Voit motioned to accept the grant and authorize the Town Manager to execute all required documents, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
13. Virginia Clean Water Revolving Loan Fund Program – Loan Authorization FY 2026 – Town of Bowling Green – C-515890 – Bowling Green Wastewater Treatment Facility (WWTF) Improvements, India Adams-Jacobs, Town Manager & Mark Inboden, IES

- Councilmember Storke motioned to adopt Resolution 2026-003 authorizing financing through the VCWRLF program, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
14. Acceptance of Resolution No. 2026-004 - Authorizing the Town to Accept Drinking Water Planning Fund Grant and to Proceed With The GIS Utility Mapping and Asset Management Project, India Adams-Jacobs, Town Manager
- Councilmember Hageman motioned to adopt Resolution 2026-004 authorizing acceptance of the grant and execution of required documents, seconded by Councilmember Voit. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
15. **Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
- Motion to approve amendments to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary,” with an additional amendment clarifying that food is the primary use and allowing the accessory sale of merchandise items, was made by Councilmember Hageman and seconded by Vice-Mayor Coyle immediately after the public hearing. The motion passed unanimously with six votes in favor and one absent vote.

UNFINISHED BUSINESS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Ann-Marie Jiles, Roper Drive, thanked Council for their service, expressed appreciation for recent grant awards, and shared concerns regarding long-term fiscal impacts and project timelines.
- Ms. Pat Cropper, North Main Street, expressed support for infrastructure improvements and concern regarding potential risks associated with grant stipulations and long-term funding certainly.

MEMBER COMMENTS:

None.

CLOSED SESSION:

ADJOURNMENT:

- Councilmember Davis motioned to adjourn the meeting. The motion was seconded by Councilmember Hageman and approved unanimously. The meeting was adjourned at 8:21 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting:

NOTICE OF PUBLIC HEARING

TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Town Council will hold a public hearing at its meeting on Thursday, January 8, 2026 beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Zoning Ordinance Text Amendment – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at the Office at 117 Butler Street, Bowling Green, Virginia on Mondays, 13 sdays, and Fridays between 9:00 a.m. to 5:00 p.m.

By Order of the Town of Bowling Green Town Council

India Adams-Jacobs, Town Manager and Zoning Administrator

COL-3001788

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-005

A RESOLUTION AUTHORIZING THE APPROPRIATION OF WATER FUND RESERVES FOR UNBUDGETED ENGINEERING COSTS ASSOCIATED WITH THE USDA WATER LINE PROJECT AND AMENDING THE FY 2026 BUDGET

WHEREAS, the Town of Bowling Green is undertaking the USDA Water Line Project to improve and expand its water infrastructure in support of public health, safety, and reliable service to the community; and

WHEREAS, the USDA Water Line Project has progressed through required planning, review, and approval stages, including completion of reviews by the Virginia Department of Transportation (VDOT); and

WHEREAS, Webb & Associates has provided professional engineering and related services necessary to advance the USDA Water Line Project, including revisions to the Preliminary Engineering Report (PER), completion of survey work, updates to plans previously approved by Town Council, and revisions to prior bid documents; and

WHEREAS, these engineering services were essential to maintaining project momentum and readiness for final review and approval by the United States Department of Agriculture; and

WHEREAS, the costs associated with these engineering services were not included in the originally adopted FY 2026 budget but were incurred to prevent delays that could adversely affect project approval and funding timelines; and

WHEREAS, it is necessary to appropriate funds from Water Fund reserves in order to properly account for these unbudgeted engineering expenditures and to ensure accurate financial reporting; and

WHEREAS, it is in the best interest of the Town and its citizens to authorize the appropriation of such funds and amend the FY 2026 Budget accordingly;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby authorizes the appropriation of \$150,000 from Water Fund reserves to cover unbudgeted engineering costs associated with the USDA Water Line Project.

Section 2. The Town Council hereby approves an amendment to the FY 2026 Budget to allocate the appropriated funds to Account No. 500-500100-3140 – Engineering/Professional Services.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary and appropriate to implement this appropriation and budget amendment, including processing payments and maintaining appropriate financial records.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, storke, Coyle, voit
Chihault, Davis

Nays:

Absent: Webb

Abstain:



TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-002

A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER INFRASTRUCTURE FUNDING AND TO PROCEED WITH THE GROSS ALPHA TREATMENT AND WELL REPLACEMENTS PROJECT

WHEREAS, the Town of Bowling Green owns and operates a public water system that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the water system are necessary to address gross alpha treatment requirements and to replace and construct well(s); and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 1, 2025, notified the Town of an initial funding offer for the Gross Alpha Treatment and Well Replacements project through the Virginia Drinking Water State Revolving Fund Program; and

WHEREAS, the funding is authorized under FY 2025 General Assembly House Bill 1600 Chapter 725 - Item 280 Drinking Water Infrastructure Funding; and

WHEREAS, the funding package for Project Number GA-011-25 is estimated at \$6,206,205 as a grant; and

WHEREAS, this funding offer is contingent upon the Town's written acceptance and the successful completion of a grant agreement with VDH; and

WHEREAS, acceptance of this funding offer requires the Town's commitment to comply with all applicable program requirements, including but not limited to the Commonwealth of Virginia DWSRF Program Design Manual, Procedural Guidelines for Drinking Water Funding Recipients, and the Virginia Public Procurement Act; and

WHEREAS, the Town must notify VDH in writing of its acceptance of the funding package offer no later than January 9, 2026, or the application may be deemed withdrawn; and

WHEREAS, VDH has recommended that the Town evaluate revenues, adjust rates as necessary, establish and fund a capital reserve fund, and maintain updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this funding offer and proceed with the Gross Alpha Treatment and Well Replacements project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby accepts the Virginia Drinking Water State Revolving Fund initial funding offer for Project Number GA-011-25 (Gross Alpha Treatment and Well Replacements) in the amount of \$6,206,205 as grant funding.

Section 2. The Town Council hereby approves the Gross Alpha Treatment and Well Replacements project as described in the Preliminary Engineering Report and DWSRF Application.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute all grant agreements, certifications, and related instruments required by the Virginia Department of Health to accept and secure the grant funding.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the Gross Alpha Treatment and Well Replacements project and to comply with all program requirements, including but not limited to:

- a) Providing written acceptance of the funding offer to Anthony Hess, Director, Division of Financial, Construction & Assistance Programs, no later than January 9, 2026;
- b) Completing a grant agreement with VDH;
- c) Complying with all requirements documented in the Commonwealth of Virginia DWSRF Program Design Manual and the Procedural Guidelines for Drinking Water Funding Recipients;
- d) Complying with all program procurement guidelines including the Virginia Public Procurement Act;
- e) Coordinating with VDH staff including Keith Kornegay, P.E., FCAP Project Team Leader (Lexington Field Office), James Reynolds, P.E., ODW Field Director (Richmond Field Office), and Jarrett Talley, TCDO Division Director;
- f) Maintaining compliance with the Virginia Waterworks Regulations and all applicable state and federal laws, regulations, policies, and procedures;
- g) Progressing to timely grant closing according to a pre-negotiated schedule;
- h) Engaging engineering and design consultants as necessary for project development;
- i) Soliciting bids in accordance with program requirements, awarding contracts, and executing change orders as necessary for project implementation;
- j) Implementing VDH recommendations regarding rate evaluations, capital reserve funding, and maintaining updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and
- k) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the grant funding.

Section 5. The Town Council acknowledges that the funding package and grant closing are conditioned upon and subject to change based on factors including but not limited to: availability of General Assembly funds; new restrictions or conditions imposed by the General Assembly; changes to the project scope; compliance with all program requirements; project readiness and timing; certified bid results; and the Town's continued compliance with applicable regulations.

Section 6. The Town Council commits to meeting all financial sustainability recommendations made by VDH, including evaluation of revenues and rates, establishment of capital reserves, and maintenance of required planning documents.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, Storke, Coyle, Voit, Chinault, Davis

Nays:

Absent: Webb

Abstain:



TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-003

A RESOLUTION AUTHORIZING THE TOWN TO PROCEED WITH THE BOWLING GREEN WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT AND TO SECURE FUNDING THROUGH THE VIRGINIA CLEAN WATER REVOLVING LOAN FUND PROGRAM

WHEREAS, the Town of Bowling Green owns and operates a Wastewater Treatment Facility (WWTF) that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the WWTF are necessary to maintain compliance with environmental regulations and to ensure continued reliable service to the community; and

WHEREAS, the Virginia Department of Environmental Quality (DEQ), by letter dated November 25, 2025, notified the Town that the State Water Control Board, at its meeting on November 18, 2025, authorized a loan for the Bowling Green Wastewater Treatment Facility Improvements project from the Virginia Clean Water Revolving Loan Fund (VCWRLF); and

WHEREAS, the VCWRLF loan authorization is identified as Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5% for a term of up to 25 years; and

WHEREAS, the Town has been assigned the 0.5% hardship interest rate with the interest offset by principal forgiveness and is eligible to be considered for additional principal forgiveness; and

WHEREAS, the loan authorization is contingent upon receipt of a favorable financial report and recommendation from the Virginia Resources Authority (VRA) and the Town's compliance with all VCWRLF program requirements; and

WHEREAS, program deadlines for loan closing and construction commencement will be based on the date of the Town's FY 2026 principal forgiveness determination letter, which is anticipated by late spring 2026; and

WHEREAS, it is in the best interest of the Town and its citizens to proceed with the WWTF Improvements project and to secure the authorized loan funding with potential principal forgiveness;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby approves the Bowling Green Wastewater Treatment Facility Improvements project as authorized under VCWRLF Project Number C-515890.

Section 2. The Town Council hereby accepts the Virginia Clean Water Revolving Loan Fund loan authorization for Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5%

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, Storke, Coyle, Voit
Nays: Chinault, Davis

Absent: Webb

Abstain:



TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

WHEREAS, the Town of Bowling Green owns and operates a public water system (PWSID 6033550) that serves the citizens and businesses of the Town; and

WHEREAS, the Town's waterworks lacks a comprehensive asset management program, which contributes to issues with deferred maintenance, unanticipated water system problems, and a lack of knowledge regarding assets' remaining useful life; and

WHEREAS, the Town has digitally mapped its water system with a GIS platform and seeks to add asset management information to this software to better manage water system assets; and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 15, 2025, offered the Town a Planning Fund Agreement for the GIS Utility Mapping and Asset Management project through the Drinking Water State Revolving Fund (DWSRF) Program; and

WHEREAS, the Planning Fund Agreement reflects \$30,000.00 for Planning Fund Number PF 365-25; and

WHEREAS, the project scope includes collecting and organizing performance, condition, and maintenance data for all major system components; determining asset remaining useful life; prioritizing high-risk infrastructure; developing an asset management program; and providing GIS and asset management training for Town staff; and

WHEREAS, acceptance of this funding requires execution of the Planning Fund Agreement and compliance with all program requirements, including the Virginia Public Procurement Act and documentation of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation efforts; and

WHEREAS, the Planning Fund Agreement terms and conditions expire 15 months from the date of execution; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this planning grant funding and proceed with the GIS Utility Mapping and Asset Management project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby accepts the Drinking Water Planning Fund Agreement for Planning Fund Number PF 365-25 (GIS Utility Mapping and Asset Management) in an amount not to exceed \$30,000.00.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 2. The Town Council hereby approves the GIS Utility Mapping and Asset Management project as described in the Planning Fund Agreement, including:

- Development of an Asset Management Program (\$26,000.00, February 1, 2026 - July 1, 2026)
- GIS and Asset Management Training (\$4,000.00, May 1, 2026 - July 1, 2026)

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute the Planning Fund Agreement with the Virginia Department of Health, including all exhibits and related documents.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project and to comply with all program requirements, including but not limited to:

- a) Executing and returning the Planning Fund Agreement to Jarrett Talley, Director, Division of Training, Capacity Development and Outreach, no later than December 19, 2025;
- b) Properly procuring the services of engineering or other professional contractors in conformance with the Virginia Public Procurement Act, including procurement of professional services;
- c) Making and documenting good faith efforts to solicit Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation as part of the procurement process;
- e) Ensuring all project deliverables are submitted to the ODW Southeast Virginia Field Office with copies to the ODW Training, Capacity Development & Outreach Director;
- f) Submitting requisitions for disbursement in accordance with the payment provisions of the Planning Fund Agreement (50% upon submission of final product for review, 50% upon approval);
- g) Completing the project within the 15-month term of the Planning Fund Agreement;
- h) Maintaining complete and accurate books and records of project costs and retaining all records for three years after final payment;
- i) Complying with all applicable federal and state laws, regulations, and requirements, including federal cross-cutting requirements;
- j) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the planning grant funding.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 5. The Town Council acknowledges that the Planning Fund Agreement may be terminated after 15 months from execution if insufficient progress has been made, and that VDH reserves the right to de-obligate any scope of service or payments not completed within the 15-month term.

Section 6. The Town commits to providing funds or in-kind services necessary to fully complete this planning activity as required by the Planning Fund Agreement.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor Tina Gambill
Hon. Tina Gambill

ATTEST: India Adams-Jacobs
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes:

Nays:

Absent:

Abstain:

Hageman, Stokes, Coyle, Voit
Chindvut, Davis

Webb





Town of Bowling Green, VA
Declaration of Local Emergency
January 24, 2026

As per State of Virginia Statute § 44-146.21, "Declaration of local emergency," as Town Director of Emergency Management, I hereby declare that a local emergency will exist in the Town of Bowling Green, Virginia, beginning at 5 PM Saturday, January 24, 2026.

The declaration is due to expected severe Winter weather conditions, including, but not limited to, snow, freezing rain, ice, and an extended period of subnormal freezing temperatures, which are significantly impacting public health, safety, and welfare.

The declaration will continue until such time as the severe weather event concludes and weather conditions return to normal, at which time the declaration will conclude.

Residents are advised to plan for safety by ensuring water, heat, light, and food, and to pay attention to Town and County announcements, which can be found on the Town website and on social media.

India Adams-Jacobs, ICMA-CM
Town Manager and Town Director of Emergency Management
Town of Bowling Green, VA



MEMORANDUM

TO: Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM

COPY: Mark Inboden, IES CEO; Jamie Silveus, IES Operator; Shawn Fortune, DPW

DATE: February 5, 2026

RE: RFP 2025-001- Pump and Haul Services Award- Drainfield Solutions LLC

BACKGROUND

The Town solicited a Request for Proposals on December 1 for sealed bids from qualified contractors to provide pump-and-haul services for its wastewater treatment facility and conveyance system. The facility is operated under contract by Inboden Environmental Services (IES).

The Scope of Work includes:

- Pump and haul sludge from the Town's wastewater treatment facility and its conveyance system as required.
- Provide services at any time, Monday through Friday, during normal business hours, with work scheduled as requested by the Town or its contract operator.
- Respond to service requests within four (4) hours of notification.
- Provide emergency, on-call services as required by the Town.
- Furnish all tools, equipment, vehicles, personnel, and expertise necessary to perform the
- work without reliance on support, labor, or resources from the Town of Bowling Green or its contractors.

A Pre-Bid Conference was held on December 18, and all competitive bids were opened on January 16.

Two bids were received, and a notice of intent to award was given to Drainfield Solutions LLC, which submitted the lowest responsible bid of \$257,920.

After the bid opening, the 10-day protest period passed without any inquiries from vendors or interested parties.

DRAFT MOTION

I move to authorize the Town Manager and Town Attorney to execute a contract with Drainfield Solutions LLC in the amount of \$257,920 and coordinate with the vendor all necessary details regarding the delivery of this service.

TOWN OF BOWLING GREEN

**AN ORDINANCE TO AMEND AND UPDATE CHAPTER 2: ADMINISTRATION OF
GOVERNMENT OF THE BOWLING GREEN TOWN CODE**

WHEREAS, certain provisions in the Bowling Green Town Code related to the administration of government have not been updated in several years; and

WHEREAS, Council now desires to update Town Code to reflect current practices as well as state law.

NOW, THEREFORE, it is Ordained by the Council for the Town of Bowling Green, Virginia, that the Town Code is hereby amended as follows:

§1. CHAPTER 2: ADMINISTRATION OF GOVERNMENT

Article 2.02 Town Seal, Town Council, Mayor

Article 2.04 Officers And Employees Generally

Article 2.06 Specific Officers

Article 2.08 Town Departments

Article 2.10 Economic Development Authority

Article 2.12 Tourism Zones

Article 2.14 ~~Local Enterprise Zones~~Reserved.

Article 2.16 Planning Commission

Article 2.02 Town Seal, Town Council, Mayor

2.02.010 Generally

2.02.020 Council Meetings [Rules of Order and Procedure](#)

2.02.010 Generally

(a) Town Seal.

(1) There is adopted, as the seal of the Town, two (2) embossed concentric circles between which shall be embossed the words "Town of Bowling Green, Virginia." The area within the inner circle shall include the words "SETTLED 1667" at the top and at the bottom "INCORPORATED 1837".

(2) No one shall be permitted to use, publish, duplicate, sale or distribute materials bearing the Town seal without the prior approval of Town Council.

(b) Town Council, Terms Of Office, Elections.

- (1) Except as otherwise provided in the Town Charter, all powers of the Town and the administration and government thereof shall be vested in the Council and such boards or officers as are hereafter mentioned or as may be by law otherwise provided.
 - (2) An election shall be held on the first Tuesday of November, 2012, and every two years thereafter. The Mayor and members of council shall serve for terms of four years. The mayor and councilmen elected at such elections shall enter upon their duties the first day of January next succeeding. Any vacancies on the council occurring other than by expiration of terms shall be filled, from the electors of the Town, for the unexpired term, by a majority vote of the remaining members of the council.
 - (3) The council shall judge of the election, qualification, and returns of its members; and, with the concurrence of two-thirds, expel a member, for cause. If any person returned be adjudged disqualified or be expelled, a new election to fill the vacancy shall be held on such day as the council may prescribe. Any vacancy occurring otherwise during the term for which such person was elected shall be filled by the council by the appointment of anyone eligible to such office. A vacancy in the office of mayor shall be filled by the council from the electors of the Town, and any member of the council may be eligible to fill such vacancy.
 - (4) A majority of the members of the council shall constitute a quorum for the transaction of business.
- (c) Compensation Of Town Council And Mayor.
- (1) Each member of the council shall receive a salary in an amount established by council, payable as the council may direct, provided no increase in salary of a council member shall take effect during the incumbent council member's term in office, but this restriction shall not apply when the council members are elected for staggered terms.
 - (2) The Mayor shall receive a salary in an amount established by council, payable as the council may direct, but no increase in the mayor's salary shall take effect during the incumbent mayor's term in office.

State law references: Code of Virginia, § 15.2-1406

- (d) Establishment Of Council Committees. The mayor may establish such committees as ~~he deems~~ necessary in carrying out the Town functions.

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HISTORY
Amended by Ord. 1-11 on 4/7/2011

2.02.020 Council Meetings Rules of Order and Procedure

~~The Town Council may adopt such rules of procedure it deems proper for the regulation of the time, place, cancellation, and special meetings; the mayor as presider of meetings, order of business, time limits of speakers, mayor and town council comments, new business items, Robert's Rules of Order, special rules of order, committee of the whole/work session, order of business at meetings, quorums, and the journal of proceedings.~~

- ~~(a) Time and Place of Regular Meetings. The Town council shall each year at its first meeting in July adopt a resolution establishing the day, time and place of its regular meetings to be held during the ensuing months. Unless otherwise provided in the annual resolution, the Town council shall meet in regular session on the first Thursday of each month and the meeting shall be called to order at 7:30 p.m. 6:00pm or alternative time as adopting by the Town Council via resolution during it regular annual organization meeting. a~~

State law references: Code of Virginia, § 15.2-1416.

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~~Town Council shall adopt annually at this organizational meeting a rules of procedure outline the proceeding of council meetings.~~

~~(b) Order of Proceedings; Consent Agenda:~~

~~(1) Town council may establish an agenda format to reflect its order of proceedings by resolution. Any such resolution to change the agenda format shall not be effective until the next regularly scheduled or adjourned meeting of council.~~

~~(2) Any such agenda format established by council shall include a consent agenda, which shall include by way of illustration, but not by limitation, the following:~~

~~a. Approval of minutes.~~

~~b. First readings of proposed ordinances and scheduling of public hearings and second readings thereof.~~

~~c. Reports of staff members, department heads and committees.~~

~~d. Resolutions and/or motions appointing persons to boards, committees, posts and commissions.~~

~~e. Resolutions authorizing interdepartmental budget transfers.~~

~~f. Acceptance of reports and petitions and scheduling of public hearings thereon.~~

~~g. Resolutions accepting dedication of streets and/or utilities.~~

~~h. Any item believed by the Town manager to be routine and not controversial in nature.~~

~~(3) Any member of Council may by request have any item removed from the consent agenda, which item shall then be discussed as new business on the regular agenda.~~

~~(4) A single motion and roll call vote in favor thereof shall approve all items remaining on the consent agenda.~~

~~State law references: Code of Virginia, § 15.2-1427.~~

~~(c) Addressing Council. No person who is not a member of the Town council shall address it during public addresses, unless recognized by the mayor, and at other times, unless granted permission by majority consent of the council.~~

~~(d) How Debate Conducted. The question shall be stated by the chair before it is debated. In any debate no member shall speak more than once on the same question until all others have spoken who desire to do so, or more than twice upon the same question, except by consent of the council.~~

~~(e) Calling for Aye and Nay Vote. The ayes and nays on any question may be called for at any time before proceeding to any other business, and shall be ordered upon the demand of any three (3) members of the council.~~

~~(f) How Questions Determined.~~

~~(1) No action of the council, except adjournment, shall be valid or binding unless adopted by the affirmative vote of four or more members of the council.~~

~~(2) No ordinance or resolution appropriating money exceeding the sum of \$500, imposing taxes, or authorizing the borrowing of money shall be passed except by a recorded affirmative vote of five members.~~

~~(3) No rights in and to any streets, avenues, parks, bridges, or other public places, or gas, water, or electric works shall be sold except by ordinance or resolution passed by a recorded affirmative vote of three-fourths of all elected members.~~

~~(4) No tax shall be imposed except by a two-thirds vote of the council members.~~

~~(5) On final vote on any ordinance or resolution, the name of each member of the governing body voting and how he voted shall be recorded; however, votes on all ordinances and resolutions~~

~~adopted prior to February 27, 1998, in which an unanimous vote of the governing body was recorded, shall be deemed to have been validly recorded. The governing body may adopt an ordinance or resolution by a recorded voice vote unless otherwise provided by law, or any member calls for a roll call vote. An ordinance shall become effective upon adoption or upon a date fixed by the governing body.~~

- ~~(6) All ordinances or resolutions heretofore adopted by a governing body shall be deemed to have been validly adopted, unless some provision of the Constitution of Virginia or the Constitution of the United States has been violated in such adoption.~~
- ~~(7) An ordinance may be amended or repealed in the same manner, or by the same procedure, in which, or by which, ordinances are adopted.~~
- ~~(8) An amendment or repeal of an ordinance shall be in the form of an ordinance which shall become effective upon adoption or upon a date fixed by the governing body, but, if no effective date is specified, then such ordinance shall become effective upon adoption.~~
- ~~(9) An emergency ordinance may be adopted by the Town Council without prior notice; however, no such ordinance shall be enforced for more than sixty days unless readopted in conformity with the provisions of the Code.~~

~~State law references: Article VII, § 9, Virginia Constitution.~~

~~(g) Motion to Reconsider. No motion to reconsider a question which has been decided shall be entertained unless it is made by a member who voted with the prevailing side, and unless the motion to reconsider is made at the same meeting of the council or any adjournment thereof or the next subsequent meeting to that at which the question to be reconsidered was decided. All motions to reconsider shall be decided by a majority vote of the members present.~~

~~(h) Motion to Adjourn:~~

~~(1) The motion to adjourn shall always be in order, except:~~

- ~~a. When a member has the floor;~~
- ~~b. When the ayes and nays are being called;~~
- ~~c. When the previous question has been ordered; or~~
- ~~d. When a motion to adjourn has been put and lost without any other business intervening.~~

~~(2) No motion to adjourn shall be debatable.~~

~~(i) Robert's Rules of Order. Robert's Rules of Order shall govern in the deliberations of the council, except as otherwise provided by ordinance or resolution.~~

~~(j) Suspension of Rules. The council may temporarily suspend any of its rules by a vote of two thirds of the members present.~~

~~Article 2.04 Officers And Employees Generally~~

~~2.04.010 Tenure Of Officers And Employees~~

~~2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees~~

~~2.04.030 Participation In Virginia Retirement System~~

~~2.04.040 Right Of Entry For Purposes Of Inspection~~

2.04.010 Tenure Of Officers And Employees

All appointments of officers and hiring of other employees shall be without definite term, unless for temporary services not to exceed one year, or except as otherwise provided by general law or special act.

State law references: Code of Virginia, § 15.2-1503(A).

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

- (a) Authority vested in and duties imposed upon Town officers by state law, the Town Charter, this Code or other ordinances and resolutions of the Town council may be exercised or performed by their deputies, assistants and other subordinates, to the extent not prohibited by state law, the Town Charter, this Code or other ordinance or resolution of the Town council.
- (b) When any Town officer or employee is absent or disabled, or when any office or position in the Town government is vacant, the person designated by competent authority to act in the place of such absent or disabled Town officer or employee or to hold temporarily the vacant office or position shall have the powers and perform the duties of such absent or disabled officer or employee or appertaining to such vacant office or position.

State law references: Code of Virginia, § 15.2-1502.

2.04.030 Participation In Virginia Retirement System

- ~~(a) The Town may participate in the Virginia Retirement System and all full time pay plan officers and employees, and all part time pay plan employees working an average of 30 or more hours per week may be members of the Virginia Retirement System.~~
- ~~(b) The Town council may, each year, appropriate sufficient funds to make its required employer contributions to the board of trustees of the Virginia supplemental retirement system. All such contributions shall be paid by the Town manager or his designee to such board of trustees in compliance with rules, regulations and procedures established by that board.~~
- ~~(c) The Town manager shall be responsible for the performance by the Town of all duties imposed upon the Town and its member officers and employees under the applicable provisions of the Code of Virginia. The Town manager may assign to the Town clerk, treasurer, finance director or other Town employees specific duties in this connection.~~

2.04.040 Right Of Entry For Purposes Of Inspection

~~Whenever any officer or employee of the Town is required or authorized by state law, the provisions of this Code or any ordinance or resolution, or rules and regulations or orders issued thereunder, in order to carry out his or her duties thereunder, to enter any premises or vehicle for the purpose of making an inspection thereof or of anything herein contained, such officer or employee shall have the right to enter any such premises or vehicle in accordance with law at any reasonable time in pursuance of such duties.~~

Article 2.06 Specific Officers

2.06.010 Town Manager

2.06.020 Town Clerk

2.06.030 Town Attorney

2.06.040 Claims Procedure

2.06.0540 Director Of Finance, Town Treasurer

2.06.0650 Signatures On Town Checks

2.06.0760 Payment By ~~Credit Or Debit Card~~Commercially Acceptable Means

2.06.010 Town Manager

(a) The Town Manager, as the Chief Addministrative Officer of the Town as provided in the Charter, shall be the administrative head of the Town and shall be responsible for the proper management of all the affairs of the Town which the governing body has authority to control.

(b) The Town Manager, unless otherwise provided by general law, charter, or by ordinance or resolution of the Town, shall:

- (1) Enforce all ordinances, resolutions, directives and orders of the Town Council and all laws of the Commonwealth required to be enforced through the Town Council or officers subject to the control of the Town council are faithfully executed;
- (2) Make reports to the Town council from time to time as required or deemed advisable upon the affairs of the Town under the manager's control and supervision;
- (3) Receive reports from and give directions to all heads of offices and departments of the Town under the manager's control and supervision;
- (4) Submit to the Town council a proposed annual budget, in accordance with general law, with the manager's recommendations;
- (5) Execute the budget as finally adopted by Town council;
- (6) Keep the Town council fully advised on the Town's financial condition and its future financial needs;

(7) Appoint all officers and employees of the Town, except as the manager may authorize the head of an office or department responsible to the Town manager to appoint subordinates in such office or department:; and

(7)(8) Serve as the Town's Director of Emergency Management pursuant to § 44-146.19 of the Code of Virginia.

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(c) The Town Manager, or his or her designee, is authorized to obtain criminal history record information from the Central Criminal Records Exchange of the Department of State Police on all applicants for employment, permit, or license with the Town to determine if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment, permit, or license.

(d) Except as otherwise provided by law, Charter or ordinance, the Town Manager or his or her designee shall be authorized to make and execute, during the ordinary course of business and within the limitations of appropriations, all contracts on behalf of the Town.

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1540, 15.2-1541, 19.2-389.

2.06.020 Town Clerk

(a) The Town Clerk shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town Council.

(b) No record or other item of personal property of the Town shall be removed from the office of the Town Clerk except by the Town clerk's authority, and for which the clerk may require a written receipt, or by authority of the Town council, the Town manager or a valid subpoena duces tecum issued by a court, tribunal, officer or other body having competent jurisdiction.

State law references: Code of Virginia, § 15.2-1539

2.06.030 Town Attorney

(a) The Town Attorney shall be a member in good standing of the Virginia State Bar and shall be retained

by the Town Council upon such terms and conditions as may be mutually agreed upon, subject to the following provisions:

- i. The Town Attorney shall be legal counsel for the Town Council and Town officers, boards and commissions; shall attend meetings of the Town Council and its committees upon request; and shall draft ordinances, resolutions, contracts, deeds and other legal instruments for the Town Council and Town officers, boards and commissions upon request.
- ii. The Town Attorney shall have such other powers and perform such other duties as may be provided for by the council, this Code, the charter or other ordinances of the town or the laws of the state.

~~(a) The Town Council may retain the services of a member of the bar of the Commonwealth, or a law firm or partnership of two (2) or more members of the bar of the commonwealth, and the person, firm or partnership so retained shall be known as the Town attorney.~~

~~(b) The Town Attorney shall be the legal advisor to the Town council and its committees and to the mayor, the Town manager and other officers of the Town, and when requested, shall furnish written or verbal opinions upon any subject involving questions of law in which the Town is interested.~~

~~(c) It shall be the duty of the Town Attorney to draft all bonds, deeds, obligations, contracts, leases, conveyances, agreements and other legal instruments, of whatever nature, which may be required by any ordinance or order of the Town Council, or which, by law, usage or agreement, should be drawn by the Town. It shall also be the Town attorney's duty to commence and prosecute all actions and suits to be brought by the Town before any tribunal in this commonwealth, or to request the appointment of other counsel for such purpose, also to appear, defend and advocate the rights and interests of the Town in any suit or prosecution brought against it, and the Town attorney shall perform such other duties as are or may be required for the Town under his or her contract therewith or by any ordinance or resolution of the Town Council.~~

~~(d) The Town Attorney, in consultation with the Town Manager, shall have the authority to compromise and settle disputes, claims and controversies involving the interests of the Town, and to discharge any such claims; provided that, where any proposed compromise or settlement involves the payment of more than one thousand dollars (\$1,000.00) by the Town. The Town attorney shall obtain the approval of the Town council for such payment. The Town Attorney in consultation with the Town Manager is authorized to deny any claim against the Town, its officers, officials, agents, or employees, for any reason supported by the law.~~

~~(b) The Town Attorney is authorized, with the concurrence of the Caroline County Commonwealth's Attorney, to prosecute criminal cases charging the violation of Town ordinances.~~

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1542.

2.06.040 Claims Procedure

~~(a) Persons proposing to make a claim against the Town, its officers, officials, agents, or employees, for injury to person or property or for wrongful death, alleged to have been sustained by reason of the negligence of the Town, its officers, officials, agents, or employees, shall file within six (6) months after the injury or damage is alleged to have occurred, with the mayor, Town Manager, or Town Attorney, a written statement of the nature of the claim and of the time and place at which the injury or damage is alleged to have occurred.~~

~~(b) The claim notice shall be transferred to the Town Attorney who shall cause a factual investigation to be made of the claim, research the law governing the claim, and in consultation with the Town Manager, deny or offer to settle the claim or make a recommendation with respect thereto, in accord with the Code.~~

~~(c) In reviewing any such claim, the Town Attorney shall consider any available insurance coverage and shall utilize such coverage when the Town attorney shall deem such course in the best interest of the Town, its officers, officials, agents, or employees.~~

~~(d) Settlement or denial of claims, or recommendations with respect thereto, shall be in accord with official written policies or ordinances of this council or law of the commonwealth and United States of America, as determined by the Town Attorney, as appropriate.~~

2.06.0540 Director Of Finance, Town Treasurer

The ~~D~~irector of ~~F~~inance and Town ~~T~~reasurer shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town council.

State law references: Code of Virginia, §15.2-1537.

2.06.0650 Signatures On Town Checks

All checks drawn against the Town shall be signed by the Town Treasurer ~~or~~ and the Town Manager. If either the Treasurer or Manager is incapacitated or otherwise unavailable, then -and- the Mayor shall be the second signatory.

HISTORY

Amended by Ord. 2015-001 on 4/2/2015

2.06.0760 Payment By Credit Or Debit Card Commercially acceptable means

The Treasurer is authorized to accept payments of local taxes, other fees, or charges due to the Town -generated by the sale of utility services by use of a credit card or debit card including but not limited to taxes, interest, penalties, fees, fines or other charges, by any commercially acceptable means, including but not limited to checks, credit cards, debit cards, and electronic funds transfers. The Treasurer may add to any amount due a sum not to exceed the amount charged to the treasurer for acceptance, pursuant to contract or otherwise.

~~A fee shall be established by Town Council for the acceptance of payments by credit card or debit card.~~

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State law references: Code of Virginia, §§ ~~58.1-30132.2-614.1.~~

Article 2.08 Town Departments

~~2.08.010 Parks, Recreation Activities~~

~~2.08.020 Rules And Regulations For Use Of Parks, Recreation Facilities~~

~~2.08.030 Additional Rules And Regulations For Use Of Town Hall~~

~~2.08.040 Planning And Zoning Administration, Building Official~~

~~2.08.050 Fee For Review Of Site Development Plans; When Payable~~

~~2.08.060 Public Utilities And Public Works Department~~

~~2.08.070 Department Of Police; Police Chief~~

~~2.08.080 Arts Commission Advisory Committee Created; Composition, Appointment, Terms Of Office~~

~~2.08.010 Parks, Recreation Activities~~

~~This Article shall apply to all park and recreational property owned, maintained or operated by the Town of Bowling Green, Virginia, including but not limited to Town Hall and Dickinson Park. The Town Manager may promulgate rules and regulations for use of park areas and facilities.~~

~~State law references: Code of Virginia, § 15.2-1800.~~

2.08.020 Rules And Regulations For Use Of Parks, Recreation Facilities (to be adopted by Council Policy)

~~(a) No person, except an employee in the performance of his or her assigned duties, shall in any manner pick, pull, pull up, tear, tear up, dig, dig up, cut down, break, burn, injure, deface, disturb, destroy, mutilate, disfigure, remove, scar, take or gather, in whole or in part, any part of any park, building, sign, equipment or other property, including but not limited to any tree, flower, fern, shrub, vine, turf, plant, rock, artifact, fossil or mineral found growing or being a part of the land of any park, recreation facility or Town Hall. Notwithstanding any other provision in this section to the contrary, the Town Manager may issue permits, in writing, to permit collecting, for scientific and/or educational purposes, trees, flowers, ferns, shrubs,~~

~~vines, turf, plants, rocks, artifacts, fossils or minerals or any part thereof in any park.~~

- ~~(b) No person, except an employee in the performance of his or her assigned duties, shall deposit, dump, place or abandon any garbage, refuse or trash not generated in a park in any park refuse container.~~
- ~~(c) No person, other than any law enforcement officer, emergency service person or Town employee in the course of his respective employment, shall have in his possession in any park or Town facility any, slingshot, bow and arrow, crossbow, dart device, boomerang or any other like device, except in areas designated and posted by the Town as areas in which one or more of these devices are permitted for recreational use.~~
- ~~(d) No person, except an employee in the performance of his or her assigned duties, shall erect or post within any park any sign, notice or advertisement of any nature, nor shall any person operate any musical instrument, radio, talking device, phonograph, tape recorder or drum or make any noise for the purpose of attracting attention to any exhibition of any kind within a park without prior written permission from the Town Manager.~~
- ~~(e) No person, except a law enforcement officer or Town employee in the course of his respective employment, shall enter or remain in any park except during such hours as designated and posted by the county as hours of operation. Those hours of operation will be dawn to dusk, unless it is an event scheduled by the Town Manager. All activity must be completed by 12:00 midnight. This may be waived if conditions warrant and written permission is given by the Town Manager.~~
- ~~(f) No person, except an employee in the performance of his or her assigned duties, shall kindle, build, maintain or use a fire other than in grills and in places provided and/or designated by the county for such purpose, except by prior written permission from the Town Manager.~~
- ~~(g) No person, except an employee in the performance of his or her assigned duties, shall sell or offer for sale, hire, lease or let out any object or merchandise, property, privilege, service or any other structure whatsoever without prior written permission from the Town Manager.~~
- ~~(h) Any person who violates any of the provisions of this article shall be deemed to be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$2,500 or imprisoned for a term not to exceed 12 months.~~

HISTORY

Amended by Ord. 12-02-11 on 1/5/2012

2.08.030 Additional Rules And Regulations For Use Of Town Hall

- ~~(a) The following services are hereby required at the functions and events listed below, when conducted or held at Town Hall, and the fees for such services are hereby established, as follows:
 - ~~(1) The presence of a police officer shall be required at all events at which alcohol beverages are served. The person or organization sponsoring such event dances shall pay the fees established by Town Council in the manner therein prescribed for the presence of such police officer. Such police officer must be approved by the Town Police Chief.~~
 - ~~(2) The presence of an event Point of Contact supervisor shall be required during the use of Town Hall and said event supervisor must be approved by Town Manager. All events involving individuals under the age of 18 years shall include a chaperone for every ten (10) individuals under the age of 18 years. Said chaperones must be over the age of 21 years.~~
 - ~~(3) The services of a custodian shall be required at any function or event at Town Hall when the Town Manager determines that the function will require clean up and set up beyond the usual work required for custodial upkeep of the building so used. The person or organization using such building in such a manner to require such additional custodial service shall pay a fee as established by Town Council and shall be paid to the Town of Bowling Green.~~
 - ~~(4) Payment of fees shall be made prior to the use of such Town facility or building or part thereof, or~~~~

~~prior to participation in any league, program, or event sponsored by the Town. These fees shall be paid to the Town Manager or his authorized designee.~~

Reserved. (to be adopted by Council Policy)

~~(b) Town Council may approve the free use of Town Hall or any Town Park or property by a non-partisan non-profit organization when such use is not in conflict with any event, activity or project sponsored by the Town. Written documentation of the organization's 501(c)(3) status shall be provided to the Town Manager at least ten (10) days prior to the meeting of Town Council at which free use for the organization will be considered.~~

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2.08.040 Planning And Zoning Administrator; Building Official

- (a) The Town Manager, or designee shall serve as ~~the Planning Director and~~ Zoning Administrator for the Town and shall be responsible for administering land use ~~and zoning and building regulations~~ for the Town. In this capacity, the ~~Planning Director~~ Zoning Administrator shall have staff and assistants as the Town Council may from time to time authorize.
- (b) The duly authorized Caroline County Building Official shall serve and hereby has the authority and power of Building Official as the Town of Bowling Green Building Official.

State law references: Code of Virginia, §15.2-2286

2.08.050 Fee For Review Of Site Development Plans; When Payable

- (a) The fees charged by the Town for planning and zoning building shall be as established in this code or ~~by a fee schedule in the budget ordinance or amendments thereto by separate ordinance adopted by Council in accordance with state law. Fees shall remain at the level established until amended by ordinance.~~
- (b) Fees shall be due and payable at the time each application is submitted unless otherwise stated.

State Law Reference: Code of Virginia, §15.2-107

2.08.060 Public Utilities And Public Works Department

- (a) There is created the department of public utilities and public works of the Town. This department shall provide the functions of public utility facilities construction, operation, maintenance, and repair; maintenance and operation of general properties; street construction maintenance and repair; and landscaping, horticulture, and tree preservation.
- (b) There shall be a Director of Public Works and Utilities ~~director of public utilities and public works~~ who shall be appointed by the Town Manager. The Director of Public Works and Utilities ~~director of public utilities and public works~~ shall be the administrative head of this department and shall have such staff and assistants as the Town council may from time to time authorize.
- (c) The department of public utilities and public works shall be under the supervision and control of the Town manager and the director of this department shall report directly to the Town Manager.

2.08.070 Department Of Police; Police Chief

- ~~(a) The police force shall have such personnel who shall hold such ranks as from time to time may be provided by the Town Council; and the organization of the police force shall be as from time to time provided by the Town Council or as prescribed in the rules and regulations of the police force.~~
- ~~(b)~~(a) The Chief of Police, under the direction of the Town Manager, shall be commanding officer of the police force and shall be responsible for the administration, training, discipline and morale of the members of the force and their effective deployment and employment; to preserve and maintain law and order in the Town and to enforce therein all applicable provisions of state law, the Town Charter, this Code and other

ordinances and resolutions of the Town Council and such other responsibilities as may be designated by the Town Manager.

~~(e)~~(b) The Chief of Police and such other members of the police force for whom uniforms or badges may be prescribed by the Town Council shall at all times while on duty wear such uniform and badge as so prescribed. There shall be no modification of the uniform or badge without the consent and approval of Town Council.

~~(f)~~(c) The Town Manager, in consultation with the Chief of Police, shall prepare rules and regulations for the police force of the Town not inconsistent with state law, the Town Charter, this Code or other ordinance of the Town and shall submit them to the Town Council. When any such rules and regulations, so prepared, have been approved by resolution of the Town Council and placed on file in the office of the Town Clerk, with a copy thereof placed on file in the headquarters of the police force for the information of all members of the force, it shall be unlawful for any such member to violate or fail to comply with any such rule or regulation.

2.08.0850 Arts Commission ~~Advisory Board~~Created; Composition, Appointment, Terms Of Office

(a) ~~Members of the A~~Bowling Green Arts Commission may be appointed by the Town Council and shall serve at the pleasure of Council. ~~Citizens-Residents~~ of the Town of Bowling Green and the County of Caroline are eligible for ~~appointment~~appointments. The term of office shall be two years beginning on July 1 of the year of appointment. All terms of office shall be served from July 1 to June 30 of the second year of service.

(b) The Bowling Green Arts Commission shall serve as advisor to the Bowling Green Town Council in matters related to the development and encouragement of the arts in the community. The Bowling Arts Commission is an advisory body to the Town Council. ~~The Bowling Green Arts Commission shall have no independent authority to hold events, collect fees or raise funds without the prior consent of the majority of Town Council.~~

~~(c)~~ A written report shall be submitted to the Town Manager on a quarterly basis beginning October 1 of each year.

State Law Reference—Code of Virginia, § 15.2-1411

Article 2.10 Economic Development Authority

2.10.010 Created

Article 2.10 Economic Development Authority

2.10.010 Created

(a) There is hereby created a political subdivision of the Commonwealth of Virginia state with the public and corporate powers stated in the Industrial Development and Revenue Bond Act (Code of Virginia, tit. 15.2, ch. 49 [§ 15.2-4900 et seq.]), including such powers as may hereafter be stated in such act.

(b) The name of the political subdivision of the state created by this article shall be the Economic Development Authority of the Town of Bowling Green (the Authority).

(c) The authority shall be governed by a board of seven (7) directors to be appointed by resolution of the town council in accordance with the provisions of said Act, directors to be appointed for four-year staggered terms. The Economic Development Authority of the Town of Bowling Green shall be governed by a board of directors in which all powers of the authority shall be vested and which board shall be composed of seven directors, appointed by the Bowling Green Town Council. The seven directors shall be appointed initially for terms of one, two, three and four years; two being appointed for one year terms; two being appointed for two year terms; two being appointed for three year terms and one being appointed for a four year term. Subsequent appointments shall be for terms of four years, except appointments to fill vacancies which shall be for the unexpired terms. All terms of office shall be deemed to commence upon the date of the initial

~~appointment to the Economic Development Authority of the Town of Bowling Green, and thereafter, in accordance with the provisions of the immediately preceding sentence.~~ If at the end of any term of office of any director a successor thereto has not been appointed, then the director whose term of office has expired shall continue to hold office until his successor is appointed and qualified.

(d) Members of the Bowling Green Town Council may serve as directors ~~provided~~provided, they do not comprise a majority of the board for so long as the population of the Town of Bowling Green remains under 3, 500.

~~(e) A member of the board of directors of the Economic Development Authority of the Town of Bowling Green may be removed from office by the Bowling Green Town Council without limitation in the event that the board member is absent from any three consecutive meetings of the Economic Development Authority of the Town of Bowling Green, or is absent from any four meetings of the authority within any 12-month period. In either such event, a successor shall be appointed by the Bowling Green Town Council for the unexpired portion of the term of the member who has been removed.~~

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~~(f) Each director shall, upon appointment or reappointment, before entering upon his duties take and subscribe the oath prescribed by Virginia Code § 49-1.~~

~~(g)~~(e) The directors shall receive no salary but may be compensated such amount per regular, special, or committee meeting or per each official representation as may be approved by the Bowling Green Town Council, not to exceed \$200 per meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.

~~(h)~~(f) The Economic Development Authority of the Town of Bowling Green ~~shall keep detailed minutes of its proceedings, which shall be open to public inspection at all times.~~ It shall keep suitable records of its financial transactions and, unless exempted by Virginia Code § 30-140, it shall arrange to have the records audited annually. Copies of each such audit shall be furnished to the Bowling Green Town Council and shall be open to public inspection.

[Slate Law Reference—Code of Virginia, § 15.2-4900](#)

HISTORY

Adopted by Ord. 08-01-11 on 8/4/2011

Article 2.12 Tourism Zones

2.12.010 Eligibility Requirements

2.12.010 Eligibility Requirements

- (a) Economic incentives and regulatory flexibility may be made available to any new or expanded business that is located in an area of Town that is zoned for commercial activity which seeks to attract customers into the Town of Bowling Green. The business must advance the town's strategic goals identified in the town's Comprehensive Plan. The business must commit to a performance agreement based upon investment, historic preservation, jobs, sales revenues, or other significant criteria. Examples of eligible business include retail trade establishments, eating establishments, museums, bed and breakfasts, hotels, theaters, cultural art centers, health clubs/fitness centers, conference centers, commercial parking garages, and commercial recreation facilities.
- (b) An existing business must make a capital investment of at least \$50,000.00 or create and sustain at least 5 new ~~full-time~~full-time jobs in order to be eligible for economic incentives or regulatory flexibility. A new business must make a capital investment of at least \$100,000.00 or create and sustain at least 10 new ~~full-time~~full-time jobs in order to be eligible for economic incentives or regulatory flexibility.
- (c) Economic incentives may be provided for up to ten years through the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.

HISTORY
Adopted by Ord. 10-02-11 on 11/3/2011

Article 2.14 Local Enterprise Zones Reserved.

2.14.010 Purpose

2.14.020 Boundaries Defined

2.14.030 Administration

2.14.040 Assessment And Collection

2.14.050 Use Of Funds

2.14.010 Purpose

~~(a) The purpose of this article is to establish a local enterprise zone development taxation program and create a local enterprise zone development fund pursuant to Sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia. Appropriations from the local enterprise zone development fund may be used, as directed by the Council of Bowling Green for any one or more of the following purposes:~~

- ~~(1) to provide enhanced law enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;~~
- ~~(2) to make grants to chambers of commerce and similar organizations within Bowling Green in order to secure and promote economic development within the local enterprise zone or;~~
- ~~(3) to make grants to any economic development authority created by the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone.~~

~~—Any revenues in the Local Enterprise Zone Development Fund which are not used for a purpose authorized by subsection (a) of this section shall be deemed “surplus funds.” At the end of the tax year, all surplus funds may be paid into the town’s general fund in which the local enterprise zone is located.~~

~~State Law Reference — Code of Virginia, §§ 58.1-3245.7, 58.1-3245.10~~

~~(b) The Town Council of Bowling Green finds that the development of its commercial and industrial tax base requires incentives and determines that an appropriate method of offering incentives for the areas described below is to create local enterprise zones with specified percentages of the increase in real estate taxes and machinery and tools taxes directed to the maintenance and improvement of properties and businesses within such zones. The Town Council finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location.~~

HISTORY
Adopted by Ord. 17-005 on 8/3/2017

2.14.020 Boundaries Defined

~~For the purposes of this article, the term “local enterprise zone” shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated July 17, 2017. The local enterprise zone maps for zone areas 1, 2, 3 and 4 are hereby declared to be a part of this article and to have the same force and effect as if they were fully set forth and described herein. The local enterprise zone maps shall be kept on file in the office of the Town Manager.~~

~~State Law Reference — Code of Virginia, § 58.1-3245.8~~

HISTORY
Adopted by Ord. 17-005 on 8/3/2017

2.14.030 Administration

~~(a) This article shall be administered by the Town Manager or designee with assessment and collection of taxes administered by the Commissioner of the Revenue or other local assessing officer as provided for by the Code of Virginia. Upon adoption of this article, the Town Manager shall transmit to the County Commissioner of the Revenue and the County Treasurer a copy of this article as adopted and other information as required by Section 58.1-3245.9 of the Code of Virginia.~~

~~—The Town Council of Bowling Green shall allocate money deposited in the Local Enterprise Zone Development Fund established by Section 2.14.040 below through appropriations as part of the annual town budget process or at such other times as determined by the Town Council.~~

~~State Law Reference—Code of Virginia, § 58.1-3245.9~~

HISTORY

Adopted by Ord. 17-005 on 8/3/2017

2.14.040 Assessment And Collection

~~For purposes of this article, the terms "base assessed value" and "current assessed value" shall have the meanings set forth in Section 58.1-3245.6 of the Code of Virginia. Real estate taxes in the local enterprise zone shall be assessed, collected and allocated in the following manner:~~

~~(a) the local assessing officer shall record in the appropriate books both the base assessed value and the current assessed value of the real estate and machinery and tools in the local enterprise zone.~~

~~(b) real estate taxes attributable to the lower of the current assessed value or base assessed value of real estate located in a local enterprise zone shall be allocated by the treasurer or director of finance as they would be in the absence of this article.~~

~~(c) the specified percentage of the increase in real estate taxes to be transferred to the Local Enterprise Zone Development Fund shall be one hundred percent (100%) for real estate taxes.~~

~~(d) the specified percentage of the increase in real estate taxes attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be allocated by the treasurer or director of finance and paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in Section 58.1-3245.10 of the Code of Virginia. Such amounts paid into the fund shall not include any additional revenues resulting from an increase in the tax rate on real estate after the adoption of this article, nor shall it include any additional revenues merely resulting from an increase in the assessed value of real estate located in the zone prior to the adoption of this article unless such property is improved or enhanced.~~

~~State Law Reference—Code of Virginia, § 58.1-3245.8~~

HISTORY

Adopted by Ord. 17-005 on 8/3/2017

2.14.050 Use Of Funds

Funds deposited to the Local Enterprise Zone Development Fund shall be used for any one or more of the following purposes:

- (a) to provide enhanced law enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- (b) to make grants to chambers of commerce and similar organizations within such county, city, or town in order to secure and promote economic development within the local enterprise zone; and,
- (c) to make grants to any industrial development authority created by the governing body pursuant to Chapter 49 (§ 15.2 4900 et seq.) of Title 15.2, in order to secure and promote economic development within the local enterprise zones.

HISTORY

Adopted by Ord. 17-005 on 8/3/2017

Article 2.16 Planning Commission

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

2.16.020 Functions, Powers, And Duties

2.16.030 Compensation Of Members

2.16.040 Removal Of Members

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

- (a) The ~~Town~~ ~~town~~ ~~P~~lanning ~~C~~ommission shall consist of five members, one town council member and four of which shall be appointed at-large.
- (b) ~~The term of the council member shall be coextensive with the term of office.~~ The ~~remaining~~ members may be appointed for terms of one, two, three and four years, these terms divided as equally as possible among the membership to ensure staggered terms with no more than two members being appointed in a given year. Their successors shall be appointed to terms of four years by the ~~T~~own ~~C~~ouncil. Any vacancy in membership shall be filled by appointment by the town council and shall be for the remainder of the unexpired term.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.020 Functions, Powers, And Duties

The ~~T~~own ~~P~~lanning ~~C~~ommission shall have the functions, powers and duties which are prescribed by law.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.030 Compensation ~~O~~of Members

~~Commission members may be compensated for their services, reimbursement for actual expenses incurred, or both. All members of the town planning commission shall serve without compensation unless compensation is approved by the town council.~~

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.040 Removal ~~O~~of Members

A member of the ~~T~~town ~~P~~lanning ~~C~~ommission may be removed by the town council for malfeasance in office, ~~provided that such removal is made only after a public hearing at which time such member is given an opportunity to appear and be heard on the charges against him.~~ Members of the ~~T~~town ~~P~~lanning commission may ~~also~~ be removed by the town council for ~~P~~poor attendance. ~~A member of the commission may be removed without limitation~~ in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

§2. Effective Date: This ordinance shall be effective upon adoption.

Adopted by the Bowling Green Town Council this _____ day of February 2026.

By: _____
Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager and Clerk to Council

TOWN OF BOWLING GREEN

AN ORDINANCE TO AMEND AND UPDATE CHAPTER 2: ADMINISTRATION OF GOVERNMENT OF THE BOWLING GREEN TOWN CODE

WHEREAS, certain provisions in the Bowling Green Town Code related to the administration of government have not been updated in several years; and

WHEREAS, Council now desires to update Town Code to reflect current practices as well as state law.

NOW, THEREFORE, it is Ordained by the Council for the Town of Bowling Green, Virginia, that the Town Code is hereby amended as follows:

§1. CHAPTER 2: ADMINISTRATION OF GOVERNMENT

Article 2.02 Town Seal, Town Council, Mayor

Article 2.04 Officers And Employees Generally

Article 2.06 Specific Officers

Article 2.08 Town Departments

Article 2.10 Economic Development Authority

Article 2.12 Tourism Zones

Article 2.14 Reserved.

Article 2.16 Planning Commission

Article 2.02 Town Seal, Town Council, Mayor

2.02.010 Generally

2.02.020 Council Meetings Rules of Order and Procedure

2.02.010 Generally

(a) Town Seal.

(1) There is adopted, as the seal of the Town, two (2) embossed concentric circles between which shall be embossed the words "Town of Bowling Green, Virginia." The area within the inner circle shall include the words "SETTLED 1667" at the top and at the bottom "INCORPORATED 1837".

(2) No one shall be permitted to use, publish, duplicate, sale or distribute materials bearing the Town seal without the prior approval of Town Council.

(b) Town Council, Terms Of Office, Elections.

- (1) Except as otherwise provided in the Town Charter, all powers of the Town and the administration and government thereof shall be vested in the Council and such boards or officers as are hereafter mentioned or as may be by law otherwise provided.
- (2) An election shall be held on the first Tuesday of November, 2012, and every two years thereafter. The Mayor and members of council shall serve for terms of four years. The mayor and councilmen elected at such elections shall enter upon their duties the first day of January next succeeding. Any vacancies on the council occurring other than by expiration of terms shall be filled, from the electors of the Town, for the unexpired term, by a majority vote of the remaining members of the council.
- (3) The council shall judge of the election, qualification, and returns of its members; and, with the concurrence of two-thirds, expel a member, for cause. If any person returned be adjudged disqualified or be expelled, a new election to fill the vacancy shall be held on such day as the council may prescribe. Any vacancy occurring otherwise during the term for which such person was elected shall be filled by the council by the appointment of anyone eligible to such office. A vacancy in the office of mayor shall be filled by the council from the electors of the Town, and any member of the council may be eligible to fill such vacancy.
- (4) A majority of the members of the council shall constitute a quorum for the transaction of business.

(c) Compensation Of Town Council And Mayor.

- (1) Each member of the council shall receive a salary in an amount established by council, payable as the council may direct, provided no increase in salary of a council member shall take effect during the incumbent council member's term in office, but this restriction shall not apply when the council members are elected for staggered terms.
- (2) The Mayor shall receive a salary in an amount established by council, payable as the council may direct, but no increase in the mayor's salary shall take effect during the incumbent mayor's term in office.

State law references: Code of Virginia, § 15.2-1406

- (d) Establishment Of Council Committees. The mayor may establish such committees as deemed necessary in carrying out the Town functions.

HISTORY

Amended by Ord. 1-11 on 4/7/2011

2.02.020 Council Meetings Rules of Order and Procedure

The Town Council may adopt such rules of procedure it deems proper for the

regulation of the time, place, cancellation, and special meetings; the mayor as presider of meetings, order of business, time limits of speakers, mayor and town council comments, new business items, Robert's Rules of Order, special rules of order, committee of the whole/work session, order of business at meetings, quorums, and the journal of proceedings.

State law references: Code of Virginia, § 15.2-1416.

Article 2.04 Officers And Employees Generally

2.04.010 Tenure Of Officers And Employees

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

2.04.010 Tenure Of Officers And Employees

All appointments of officers and hiring of other employees shall be without definite term, unless for temporary services not to exceed one year, or except as otherwise provided by general law or special act.

State law references: Code of Virginia, § 15.2-1503(A).

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

- (a) Authority vested in and duties imposed upon Town officers by state law, the Town Charter, this Code or other ordinances and resolutions of the Town council may be exercised or performed by their deputies, assistants and other subordinates, to the extent not prohibited by state law, the Town Charter, this Code or other ordinance or resolution of the Town council.
- (b) When any Town officer or employee is absent or disabled, or when any office or position in the Town government is vacant, the person designated by competent authority to act in the place of such absent or disabled Town officer or employee or to hold temporarily the vacant office or position shall have the powers and perform the duties of such absent or disabled officer or employee or appertaining to such vacant office or position.

State law references: Code of Virginia, § 15.2-1502.

Article 2.06 Specific Officers

2.06.010 Town Manager

2.06.020 Town Clerk

2.06.030 Town Attorney

2.06.040 Director Of Finance, Town Treasurer

2.06.050 Signatures On Town Checks

2.06.060 Payment By Commercially Acceptable Means

2.06.010 Town Manager

- (a) The Town Manager, as the Chief Administrative Officer of the Town as provided in the Charter, shall be the administrative head of the Town and shall be responsible for the proper management of all the affairs of the Town which the governing body has authority to control.
- (b) The Town Manager, unless otherwise provided by general law, charter, or by ordinance or resolution of the Town, shall:
 - (1) Enforce all ordinances, resolutions, directives and orders of the Town Council and all laws of the Commonwealth required to be enforced through the Town Council or officers subject to the control of the Town council are faithfully executed;
 - (2) Make reports to the Town council from time to time as required or deemed advisable upon the affairs of the Town under the manager's control and supervision;
 - (3) Receive reports from and give directions to all heads of offices and departments of the Town under the manager's control and supervision;
 - (4) Submit to the Town council a proposed annual budget, in accordance with general law, with the manager's recommendations;
 - (5) Execute the budget as finally adopted by Town council;
 - (6) Keep the Town council fully advised on the Town's financial condition and its future financial needs;
 - (7) Appoint all officers and employees of the Town, except as the manager may authorize the head of an office or department responsible to the Town manager to appoint subordinates in such office or department; and
 - (8) Serve as the Town's Director of Emergency Management pursuant to § 44-146.19 of the Code of Virginia.
- (c) The Town Manager, or his or her designee, is authorized to obtain criminal history record information from the Central Criminal Records Exchange of the Department of State Police on all applicants for employment, permit, or license with the Town to determine if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment, permit, or license.
- (d) Except as otherwise provided by law, Charter or ordinance, the Town Manager or his or her designee shall be authorized to make and execute, during the ordinary course of business and within the limitations of appropriations, all contracts on behalf of the Town.

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1540, 15.2-1541, 19.2-389.

2.06.020 Town Clerk

- (a) The Town Clerk shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town Council.
- (b) No record or other item of personal property of the Town shall be removed from the office of the Town Clerk except by the Town clerk's authority, and for which the clerk may require a written receipt, or by authority of the Town council, the Town manager or a valid subpoena duces tecum issued by a court, tribunal, officer or other body having competent jurisdiction.

State law references: Code of Virginia, §15.2-1539

2.06.030 Town Attorney

- (a) The Town Attorney shall be a member in good standing of the Virginia State Bar and shall be retained by the Town Council upon such terms and conditions as may be mutually agreed upon, subject to the following provisions:
 - i. The Town Attorney shall be legal counsel for the Town Council and Town officers, boards and commissions; shall attend meetings of the Town Council and its committees upon request; and shall draft ordinances, resolutions, contracts, deeds and other legal instruments for the Town Council and Town officers, boards and commissions upon request.
 - ii. The Town Attorney shall have such other powers and perform such other duties as may be provided for by the council, this Code, the charter or other ordinances of the town or the laws of the state.
- (b) The Town Attorney is authorized, with the concurrence of the Caroline County Commonwealth's Attorney, to prosecute criminal cases charging the violation of Town ordinances.

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1542.

2.06.040 Director of Finance, Town Treasurer

The Director of Finance and Town Treasurer shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town council.

State law references: Code of Virginia, §15.2-1537.

2.06.050 Signatures on Town Checks

All checks drawn against the Town shall be signed by the Town Treasurer and the Town

Manager. If either the Treasurer or Manager is incapacitated or otherwise unavailable, then the Mayor shall be the second signatory.

HISTORY

Amended by Ord. 2015-001 on 4/2/2015

2.06.060 Payment By Commercially acceptable means

The Treasurer is authorized to accept payments of local taxes, other fees, or charges due to the Town including but not limited to taxes, interest, penalties, fees, fines or other charges, by any commercially acceptable means, including but not limited to checks, credit cards, debit cards, and electronic funds transfers. The Treasurer may add to any amount due a sum not to exceed the amount charged to the treasurer for acceptance, pursuant to contract or otherwise.

State law references: Code of Virginia, §2.2-614.1.

Article 2.08 Town Departments

eserve

2.08.040 Planning And Zoning Administration, Building Official

2.08.050 Fee For Review Of Site Development Plans; When Payable

2.08.060 Public Utilities And Public Works Department

2.08.070 Department Of Police; Police Chief

2.08.080 Arts Commission Advisory Committee Created; Composition, Appointment, Terms Of Office

(to be adopted by Council Policy)

HISTORY

Amended by Ord. 12-02-11 on 1/5/2012

Reserved. (to be adopted by Council Policy)

2.08.040 Planning And Zoning Administrator; Building Official

- (a) The Town Manager, or designee shall serve as Zoning Administrator for the Town and shall be responsible for administering land use and zoning for the Town. In this capacity, the Zoning Administrator shall have staff and assistants as the Town Council may from time to time authorize.
- (b) The duly authorized Caroline County Building Official shall serve and hereby has the authority and power of Building Official as the Town of Bowling Green Building Official.

State law references: Code of Virginia, §15.2-2286

2.08.050 Fee For Review Of Site Development Plans; When Payable

- (a) The fees charged by the Town for planning and zoning shall be as established in this code or by separate ordinance adopted by Council in accordance with state law.
- (b) Fees shall be due and payable at the time each application is submitted unless otherwise stated..

State Law Reference: Code of Virginia, §15.2-107

2.08.060 Public Utilities And Public Works Department

- (a) There is created the department of public utilities and public works of the Town. This department shall provide the functions of public utility facilities construction, operation, maintenance, and repair; maintenance and operation of general properties; street construction maintenance and repair; and landscaping, horticulture, and tree preservation.
- (b) There shall be a Director of Public Works and Utilities works who shall be appointed by the Town Manager. The Director of Public Works and Utilities shall be the administrative head of this department and shall have such staff and assistants as the Town council may from time to time authorize.
- (c) The department of public utilities and public works shall be under the supervision and control of the Town manager and the director of this department shall report directly to the Town Manager.

2.08.070 Department Of Police; Police Chief

- (a) The Chief of Police, under the direction of the Town Manager, shall be commanding officer of the police force and shall be responsible for the administration, training, discipline and morale of the members of the force and their effective deployment and employment; to preserve and maintain law and order in the Town and to enforce therein all applicable provisions of state law, the Town Charter, this Code and other ordinances and resolutions of the Town Council and such other responsibilities as may be designated by the Town Manager.
- (b) The Chief of Police and such other members of the police force for whom uniforms or badges may be prescribed by the Town Council shall at all times while on duty wear such uniform and badge as so prescribed. There shall be no modification of the uniform or badge without the consent and approval of Town Council.
- (c) The Town Manager, in consultation with the Chief of Police, shall prepare rules and regulations for the police force of the Town not inconsistent with state law, the Town Charter, this Code or other ordinance of the Town and shall submit them to the Town Council. When any such rules and regulations, so prepared, have been approved by resolution of the Town Council and placed on file in the office of the Town Clerk, with a copy thereof placed on file in the headquarters of the police force for the information of all members of the force, it shall be unlawful for any such member to violate or fail to comply with any such rule or regulation.

2.08.050 Arts Commission Advisory Board; Composition, Appointment, Terms Of Office

- (a) Members of the Bowling Green Arts Commission may be appointed by the Town Council and shall serve at the pleasure of Council. Residents of the Town of Bowling Green and the County of Caroline are eligible for appointment. The term of office

shall be two years beginning on July 1 of the year of appointment. All terms of office shall be served from July 1 to June 30 of the second year of service.

- (b) The Bowling Green Arts Commission shall serve as advisor to the Bowling Green Town Council in matters related to the development and encouragement of the arts in the community. The Bowling Arts Commission is an advisory body to the Town Council.

State Law Reference—Code of Virginia, § 15.2-1411

Article 2.10 Economic Development Authority

2.10.010 Created

Article 2.10 Economic Development Authority

2.10.010 Created

- (a) There is hereby created a political subdivision of the Commonwealth of Virginia with the public and corporate powers stated in the Industrial Development and Revenue Bond Act (Code of Virginia, tit. 15.2, ch. 49 [§ 15.2-4900 et seq.]), including such powers as may hereafter be stated in such act.
- (b) The name of the political subdivision of the state created by this article shall be the Economic Development Authority of the Town of Bowling Green (the Authority).
- (c) The authority shall be governed by a board of seven (7) directors to be appointed by resolution of the town council in accordance with the provisions of said Act, directors to be appointed for four-year staggered terms. If at the end of any term of office of any director a successor thereto has not been appointed, then the director whose term of office has expired shall continue to hold office until his successor is appointed and qualified.
- (d) Members of the Bowling Green Town Council may serve as directors provided, they do not comprise a majority of the board for so long as the population of the Town of Bowling Green remains under 3, 500.
- (e) The directors shall receive no salary but may be compensated such amount per regular, special, or committee meeting or per each official representation as may be approved by the Bowling Green Town Council, not to exceed \$200 per meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.
- (f) The Economic Development Authority of the Town of Bowling Green shall keep suitable records of its financial transactions and, unless exempted by Virginia Code § 30-140, it shall arrange to have the records audited annually. Copies of each such audit shall be furnished to the Bowling Green Town Council and shall be open to public inspection.

State Law Reference—Code of Virginia, § 15.2-4900

HISTORY

Adopted by Ord. 08-01-11 on 8/4/2011

Article 2.12 Tourism Zones

2.12.010 Eligibility Requirements

2.12.010 Eligibility Requirements

- (a) Economic incentives and regulatory flexibility may be made available to any new or expanded business that is located in an area of Town that is zoned for commercial activity which seeks to attract customers into the Town of Bowling Green. The business must advance the town's strategic goals identified in the town's Comprehensive Plan. The business must commit to a performance agreement based upon investment, historic preservation, jobs, sales revenues, or other significant criteria. Examples of eligible business include retail trade establishments, eating establishments, museums, bed and breakfasts, hotels, theaters, cultural art centers, health clubs/fitness centers, conference centers, commercial parking garages, and commercial recreation facilities.
- (b) An existing business must make a capital investment of at least \$50,000.00 or create and sustain at least 5 new full-time jobs in order to be eligible for economic incentives or regulatory flexibility. A new business must make a capital investment of at least \$100,000.00 or create and sustain at least 10 new full-time jobs in order to be eligible for economic incentives or regulatory flexibility.
- (c) Economic incentives may be provided for up to ten years through the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.

HISTORY

Adopted by Ord. 10-02-11 on 11/3/2011

Article 2.14 Reserved.

Article 2.16 Planning Commission

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

2.16.020 Functions, Powers, And Duties

2.16.030 Compensation Of Members

2.16.040 Removal Of Members

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

- (a) The Town Planning Commission shall consist of five members, one town council member and four of which shall be appointed at-large.
- (b) The term of the council member shall be coextensive with the term of office. The remaining members may be appointed for terms of one, two, three and four years,

these terms divided as equally as possible among the membership to ensure staggered terms with no more than two members being appointed in a given year. Their successors shall be appointed to terms of four years by the Town Council. Any vacancy in membership shall be filled by appointment by the town council and shall be for the remainder of the unexpired term.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.020 Functions, Powers, And Duties

The Town Planning Commission shall have the functions, powers and duties which are prescribed by law.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.030 Compensation of Members

Commission members may be compensated for their services, reimbursement for actual expenses incurred, or both HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.040 Removal of Members

A member of the Town Planning Commission may be removed by the town council for malfeasance in office. Members of the Town Planning commission may also be removed by the town council in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

§2. Effective Date: This ordinance shall be effective upon adoption.

Adopted by the Bowling Green Town Council this _____ day of February 2026.

By: _____
Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager and Clerk to Council



Town of Bowling Green

2025 Annual Report

WELCOME FROM THE TOWN MANAGER

It is with great pride that I present to you the 2025 Annual Report for the Town of Bowling Green. This remarkable year represents significant progress across all areas of our municipal operations, with meaningful achievements that strengthen the foundation of our community and position us for sustained growth and prosperity.

Our Town has pursued an ambitious agenda grounded in fiscal responsibility, infrastructure excellence, and unwavering commitment to the residents and businesses we serve. The accomplishments outlined in this report reflect the dedication of our elected leadership, our talented staff, and the engaged community members who believe in the promise of Bowling Green.

From securing over **\$9 million in external funding** for critical infrastructure projects, to launching innovative digital platforms that enhance transparency and accessibility. The Town has demonstrated what is possible when we work together with a clear vision and shared purpose. We have invested strategically in our utilities infrastructure, strengthened our workforce, advanced economic development initiatives, and celebrated the vibrant culture that defines our community.

On behalf of the Town Council and our entire team, I thank you for your continued confidence, your participation in the civic life of our community, and your commitment to building a thriving Bowling Green. Together, we are creating a town where our historic character blends with modern opportunity, where every resident is valued, and where sustainable growth enhances the quality of life for all.

We look forward to continued progress as we implement the strategic initiatives outlined in this report and build upon the foundation we have established in 2025.

Warmest regards,

India Adams-Jacobs, MPA, ICMA-CM
Town Manager/Clerk/Zoning Administrator





The Town of Bowling Green has organized its 2025 goals and objectives around eight strategic focus areas designed to guide municipal operations, capital investments, and service delivery priorities.

Strategic Focus Areas

Utilities

Improve and maintain the Town's water and sewer system infrastructure, including water supply, treatment facilities, and distribution/collection systems.

Excellent Town Staff

Foster a Town workforce that is well-trained, appropriately compensated, has development opportunities, and demonstrates dedication to public service.

Economic Development

Support business development and expansion that enhances the tax base and provides gainful employment.

Smart Growth

Support development that improves community vitality and preserves our character.

County Relations

Communicate and collaborate with Caroline County for mutually beneficial results.

Vibrant Downtown

Ensure the Town remains an attractive, historic, and convenient center for commerce, culture, and services as the County seat.

Government Performance

Improve organizational efficiency and effectiveness in service delivery through the adoption of appropriate policies, procedures, and practices; adapt and implement best practices.

Financial Management

Provide fiscally responsible, sustainable, and resilient financial management that addresses both current and future needs.

2025 Town Accomplishments

Utilities: Building Critical Infrastructure

The Town made extraordinary progress in 2025 on water and sewer infrastructure, securing unprecedented grant funding and advancing major capital projects that will serve our community for generations to come.

Water Quality and System Improvements

The Town was awarded **\$6.2 million in state grant funding** for the Water Quality Improvement and Well Replacement project—a transformational investment in our water supply infrastructure. This significant achievement reflects the quality of planning and partnership that characterizes our engagement with state agencies and our legislative partners.



Emergency utility projects totaling **\$1.2 million** were completed on Main Street and Courthouse Lane, addressing critical infrastructure needs and improving reliability for residents and businesses in our downtown core.



Grant-Funded Planning and Implementation

The Town received confirmation from the Virginia Department of Health for **\$30,000 in grant funds** for GIS Utility Mapping and Asset Management—specialized funding that enables us to modernize how we track and maintain critical infrastructure assets. Working without additional local cost, we developed the Town's first public utilities GIS system in partnership with SERCAP, **saving taxpayers approximately \$70,000.**

The Hydrological Source Evaluation Project was completed in 2025 with **\$45,000 in grant funding** from the Virginia Department of Health (obtained in 2024), providing essential data about our groundwater quality.





Wastewater Treatment Plant Modernization

A Professional Engineering Report for the Wastewater Treatment Plant sludge management project was completed in collaboration with AAECOM, Moonshot Missions, and Inboden Environmental Services. Through innovative partnerships with the EPA and technical assistance partners, this critical planning document was completed at no cost to the town, at **\$120,000 in cost savings** to the Town.

Building on this planning, the Town began conducting a **\$2.7 million low-interest loan with principal forgiveness potential** for the Wastewater Treatment Plant sludge management project. The grant was submitted in July and awarded in November, providing essential resources for equipment upgrades that will enhance treatment efficiency and environmental protection.

System Management and Maintenance

The Town initiated a comprehensive Fats, Oils, and Grease (FOG) management plan to improve Wastewater Treatment Plant operations and drafted implementation regulations that will protect our infrastructure and extend asset life.

Working with the University of Maryland, the Town conducted its **first professional utility rate study since 2004**—a comprehensive analysis provided at no cost to the town. This study establishes the foundation for ensuring our rates remain sustainable.



The Town identified fire hydrants requiring repair or replacement and completed three replacements during October, improving fire protection capabilities and system reliability. These hydrants were installed in the 1930s and were decades past their useful life.



Water Infrastructure Continuity

The Town advanced the 2018 USDA waterline project, with VDOT currently reviewing the process. This multi-year initiative continues to progress toward completion.

Financial Management: Stewardship and Modernization

Strategic investments in financial systems and audit compliance demonstrated the Town's commitment to fiscal responsibility and transparency in the management of public resources.

Modern Financial Management Systems

The Town implemented **Southern Software as the new financial management system**, centralizing records, improving billing accuracy, and reducing annual subscription 5 costs through system consolidation and efficiency gains.

The transition to a **new online payment system** further improved billing accuracy and convenience for residents and businesses, streamlining collections and enhancing customer experience.



Audit and Compliance Excellence

- **FY22 Audit:** Completed with unmodified opinion (May 2025)
- **FY23 Audit:** Completed with unmodified opinion (November 2025)
- **FY24 & FY25 Audits:** New auditing firm engaged to complete fiscal years 2024 and 2025

Excellent Town Staff: Investment in Our Team

The Town prioritized workforce development and recruitment in 2025, recognizing that exceptional staff are essential to delivering excellent service.

Strategic Staffing Decisions

- **Finance Director/Treasurer:** An Interim Finance Director/Treasurer was hired to fill a critical vacancy, followed by the recruitment and hiring of a permanent Finance Director/Treasurer
- **Police Department:** A dedicated Patrol Officer was promoted from part-time to full-time status, enhancing police services and providing career advancement opportunities after successful completion of the training academy
- **Administrative Operations:** An internal candidate was promoted to Administrative Assistant/Deputy Clerk, reflecting our commitment to professional development and recognizing the talents within our organization



The Town conducted employee training sessions throughout the year, covering essential topics including utility billing, FOIA compliance, and additional professional development areas designed to enhance staff skills and service delivery.

Economic Development: Strengthening Our Business Community

The Town advanced strategic economic development initiatives that support business growth, Main Street revitalization, and enhanced community prosperity.

Main Street Partnership and Support

The Town received a **\$3,500 technical assistance grant** for BGVA Main Street to complete organizational documentation and build capacity. This award, based on the Town Manager's submission, reflects strong community partnerships and demonstrates our commitment to revitalization.

The Town assisted BGVA Main Street with a comprehensive survey to support the development of a transformational strategy, providing data and insights to guide Main Street initiatives.





Business Community Engagement

In a significant community milestone, the Town hosted the **first Business Appreciation Breakfast** in partnership with BGVA Main Street and the Economic Development Authority. This inaugural event presented three community champion awards, celebrating businesses and individuals who embody the values and energy that characterize our downtown.

Regional Marketing and Tourism

The Town and partnered with the Caroline County Economic Development & Tourism Department to produce a professional **Bowling Green tourism video** showcasing our community's unique character and attractions. The video is now featured prominently on both the Town and County websites, enhancing our visibility and marketing reach. This video was created at no cost to the Town, thanks to a partnership with the County's Economic Development & Tourism office.

In November, the Town and BGVA Main Street hosted **Virginia Housing and Community Development and National Main Street staff** for commercial district tours and meetings focused on developing transformational strategies. This engagement with state-level partners strengthens our capacity and connects our initiatives to broader state resources.

Smart Growth: Supporting Sustainable Development



The Town advanced land use policies that encourage responsible development and community vitality.

The Planning Commission recommended **permitting mobile vending within the Town's limits, allowing food trucks and other mobile vendors to operate**. This policy change reflects community input and enhances dining and business options for residents and visitors. The Town Council will consider approval in early 2026.

County Relations: Collaboration and Partnership

The Town deepened collaborative relationships with Caroline County in 2025, advancing shared priorities.

The Town collaborated with the Commissioner of the Revenue to review and revise the personal property list before tax season, improving efficiency and ensuring proper taxation and collection procedures.



Land Use and Planning Coordination

Working with Caroline County's Director of Planning & Zoning, the Town discussed revising the 2015 Memorandum of Understanding and reviewed the State Building Code for Town Council adoption, ensuring consistency and clarity in land use regulations.

Military and Regional Partnership

The Town continued implementing the Intergovernmental Service Agreement framework and completed initial projects for Ft. A.P. Hill military base, expanding opportunities for revenue generation and service coordination.



Regional Planning and Resilience

The Town submitted a **letter of support for the Regional Hazardous Mitigation Plan** to the Greater Regional Washington Planning Commission, demonstrating commitment to regional resilience and emergency preparedness.

Utilities and Education Coordination

The Town met with the County Administrator and Public Utilities staff to discuss sludge management acceptance, exploring opportunities for cost savings.

The Town Manager met with the Caroline County Schools Superintendent to discuss collaborative efforts, including a **2026 literacy program** and **legislative partner day** with Vice Mayor Coyle—initiatives that strengthen the educational mission and build civic engagement.

Vibrant Downtown: Community Culture and Celebration



Gateway Enhancement and Place-Making

The Town repaired and repainted **the Town Gateway signs, reinforcing Bowling Green's visual identity** and creating welcoming entry points to our historic downtown.

The Town celebrated its heritage and community spirit in 2025, hosting signature events and implementing placemaking improvements.

Harvest Festival: A Community Tradition

The Town held the **35th Annual Harvest Festival**, achieving **record attendance since the pandemic**. This milestone event continues to be a defining celebration of our community's character and brings residents together to honor our agricultural heritage and values.



Holiday Celebration

The Town held the **Christmas Parade**, successfully transitioning to a **night event in response to community feedback**. The shift to evening hours increased accessibility and participation, reflecting our commitment to responsive community engagement.

Downtown Activation

The Town hosted **4th Friday Music on the Greens** in collaboration with BGVA Main Street, better aligning event timing with community feedback and creating vibrant gathering spaces that activate our downtown after hours.



Government Performance: Innovation and Excellence

The Town implemented transformative initiatives to enhance citizen engagement, operational efficiency, and transparency in municipal government.

Digital Transformation

The Town **launched a new Town website** to enhance user experience and transparency, providing residents and businesses with improved access to information and services.

Building on a multi-year initiative, the Town **launched the online Town Code**, completing a project started in 2019. Developed in collaboration with the Town Attorney and Town Manager, the online code was delayed due to staff transitions but was ultimately delivered—providing residents and businesses with accessible, searchable access to municipal regulations.

Artificial Intelligence and Community Engagement

The Town became the **second town in Virginia to pilot the AI tool Rep'd**, enhancing community engagement and providing comprehensive information for residents and customers at no cost to the town. This cutting-edge initiative demonstrates our commitment to leveraging technology to improve service delivery and accessibility.

Administrative Efficiency

The Town awarded a **new commercial trash service contract through competitive bidding**, aligning services with residential offerings to reduce customer fees and streamline service delivery.

The Town initiated development of a **master calendar for Town council**, improving coordination and ensuring timely execution of administrative responsibilities.

Governance and Regulatory Review

The Town began a comprehensive **review of the Town Code** to align municipal regulations with standard practices and prepared updates for Town Council consideration, ensuring our regulatory framework supports economic development and community needs.

The Town **began review of the Town Charter** with the Town Attorney, conducting a fundamental examination of our foundational governing document.

Technology Infrastructure

The Town **upgraded phone and computer systems** and installed **Windows 11 software with enhanced security features**, modernizing information technology infrastructure and protecting municipal data and citizen privacy.

Board and Commission Appointments

The Town Council made strategic appointments to the **Economic Development Authority, Board of Zoning Appeals (BZA)**, and submitted BZA appointments to the Circuit Court for confirmation, ensuring effective governance and business development support.

Technology and Operational Training

The Town conducted employee training sessions throughout the year on financial management modules, FOIA compliance, and other professional development areas, designed to enhance staff capabilities and service delivery.

Asset Management

The Town sold two **surplus vehicles**—a Crown Victoria and a Dodge Charger—on GovDeals. Both vehicles were inoperable and had passed their useful life, represented responsible asset management and generating revenue from surplus property.

Looking Forward: 2026 and Beyond

As we complete 2025, the Town of Bowling Green looks toward the future with confidence and optimism. The foundation we have built through strategic investment in infrastructure, financial management, workforce development, and community engagement positions us well for continued success.

Our priorities moving forward include:

- **Continued Infrastructure Investment:** Building on our 2025 grant funding success, we will implement water quality improvements and wastewater treatment modernization projects
- **Economic Revitalization:** Advancing Main Street transformation initiatives and supporting business development that strengthens our downtown and working on goals with the revamped Economic Development Authority
- **Government Modernization:** Further leveraging digital tools and data management systems to improve service delivery and transparency
- **Community Partnerships:** Deepening collaboration with Caroline County, Caroline County Public Schools, George Washington Regional Commission, and regional partners to leverage resources and address shared challenges
- **Workforce Development:** Continuing to invest in recruitment, retention, and professional development of our talented staff

Acknowledgments

The accomplishments detailed in this report represent the collective effort of the Town Council, Town Manager, dedicated municipal staff, engaged citizens, and community partners who believe in the promise of Bowling Green.

Special recognition belongs to:

- **Town Council:** For strategic leadership and policy direction
- **Town Staff:** For their commitment to excellence and public service
- **Virginia and Federal Government Partners:** For grant funding and technical assistance that leverage local resources
- **Community Partners:** BGVA Main Street, the Economic Development Authority, Caroline County government, and regional organizations
- **Residents and Businesses:** For their participation, feedback, and continued investment in our community



About the Town of Bowling Green

The Town of Bowling Green, Virginia, is the county seat of Caroline County and has served as the commercial, cultural, and civic center of the region since its founding. With a population of approximately 1,200 residents and a strategic location between Richmond and Washington, D.C., Bowling Green is positioned as a gateway community with unique historic character and growing economic opportunity.

The Town of Bowling Green government is committed to:

- Providing excellent, responsive municipal services
- Maintaining fiscal responsibility and transparent financial management
- Supporting sustainable economic development and business growth
- Preserving our historic character while embracing responsible growth
- Engaging residents in the civic life of our community
- Demonstrating respect and collaboration with regional partners

For more information about the Town of Bowling Green, visit

<https://www.townofbowlinggreenva.gov/> or contact the Town Manager at 804-633-6212.





MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: February 5, 2026

RE: Town Manager's Report – January 2026

Summary

This report provides a comprehensive overview of administrative operations completed during January 2026, highlighting significant progress across revenue administration, grant compliance, infrastructure development, regulatory affairs, and strategic planning initiatives. Key accomplishments include the successful completion of the wastewater drying bed rehabilitation project, the submission of critical grant reports, the advancement of the rate study process, and the preparation of materials for upcoming Council presentations on compliance matters.

Revenue Administration and Taxpayer Services

The Town continues to provide responsive, accurate service to residents navigating tax obligations and billing inquiries. January activities demonstrate our commitment to clear communication and efficient problem resolution.

- **Personal Property Tax Jurisdictional Determinations:** Processed multiple taxpayer inquiries regarding proper taxing authority based on vehicle garaged location; provided detailed determinations ensuring residents understand their obligations and preventing duplicate taxation across jurisdictions.
- **Utility Billing Resolution:** Successfully resolved a missing utility bill case through coordinated effort with Finance Department staff; conducted thorough verification of billing accuracy, confirmed proper delivery mechanisms, and ensured the resident received complete account information.
- **Property Boundary and Infrastructure Guidance:** Responded to citizen inquiry regarding property boundary designation, right-of-way classification, and Town infrastructure easements; provided clarification on public versus private property responsibilities and maintenance obligations.

Grant Compliance and Program Reporting

Maintaining compliance with grant requirements and meeting reporting deadlines ensures continued access to vital funding for economic development and compliance initiatives. All required submissions were completed on schedule.



- **Virginia Main Street Quarterly Reporting:** Submitted a comprehensive quarterly report to the Community Assistance Management System (CAMS) documenting program activities, technical assistance received, volunteer hours contributed, and progress toward Main Street designation benchmarks.
- **Rural Community Development Initiative (RCDI) Documentation:** Completed detailed RCDI program report documenting technical assistance utilization, including consultant engagement hours, capacity-building activities, and application of resources toward community development objectives.
- **National Main Street Annual Report Coordination:** Worked collaboratively with BGVA Main Street (BGVA) Board members to compile data, document achievements, and complete the National Main Street annual report submission, ensuring continued accreditation and program recognition.
- **VDH Gross Alpha Grant Budget Amendment:** Prepared and submitted budget amendment request to the Virginia Department of Health for Gross Alpha grant fund reappropriation; provided information to Delegate Pugh Kent and Senator Stuart offices as required by state budget procedures.
- **Legislative Office Coordination:** Confirmed receipt and processing of budget amendment documentation with both legislative offices; established communication protocol for any additional information requests during the General Assembly review period.

Procurement and Contract Administration

Strategic procurement activities advanced critical infrastructure projects while ensuring competitive bidding processes and full compliance with Virginia Public Procurement Act requirements.

- **Pump and Haul Services RFP Process:** Conducted formal bid opening for pump and haul services Request for Proposals; evaluated submissions against established criteria, including technical capacity, pricing structure, emergency response capability, and prior municipal experience.
- **Contract Award Procedures:** Executed Notice of Intent to Award to successful bidder; posted notification to eVA (Electronic Virginia) procurement system, ensuring transparency and compliance with state purchasing requirements; prepared contract documents and staff report for final award approval.
- **Stantec Engineering Contract Approval:** Authorized Stantec contract phase for development of Corrective Action Plan Preliminary Engineering Report; after council approval at the January meeting.



- **Debt Issuance RFP Coordination:** Coordinated comprehensive debt issuance Request for Proposals with Davenport & Company (financial advisor), Town Attorney, Finance Department staff, and bond counsel.

Infrastructure Operations and Project Management

- **Drying Bed Rehabilitation Project Completion:** Verified successful completion of drying bed rehabilitation project by Langford Construction on January 14, 2026; conducted final walkthrough inspection confirming all contract specifications were met and work area restored to proper condition.
- **Well Identification System Updates:** Worked collaboratively with Department of Environmental Quality (DEQ) staff and Public Works Department to update well identification tag system; ensured proper labeling, mapping accuracy, and compliance with state water supply monitoring requirements.

Regulatory Compliance and Environmental Affairs

Proactive engagement with regulatory agencies and the preparation of policy frameworks position the Town to efficiently address compliance requirements and maintain strong environmental stewardship.

- **Fats, Oils, and Grease (FOG) Policy Development:** Reviewed comprehensive FOG policy framework with Public Works staff and Town Attorney; evaluated enforcement mechanisms, inspection protocols, required pretreatment standards for food service establishments, and educational outreach components.
- **CBPA Ordinance Amendment Preparation:** Developed draft ordinance amendment materials addressing DEQ audit findings for presentation to Town Council at February 2026 meeting; prepared staff report explaining required changes, regulatory context, and implementation timeline.
- **February Council Presentations:** Scheduled technical presentation by the IES Environmental team for the February 2026 Council meeting to explain FOG policy requirements, best management practices, and recommended adoption timeline.

Intergovernmental Relations

Effective collaboration with county, state, and regional partners enhances service delivery and ensures the Town's interests are represented in broader planning initiatives.

- **Health Insurance Coordination:** Worked with Caroline County administration to verify health insurance coverage provisions.
- **Fort A.P. Hill Commander Event Support:** Facilitated coordination for Fort A.P. Hill commander's community event; managed logistics, communications, and Town support services, ensuring successful military-community engagement.



- **Caroline Reads Literacy Initiative:** Coordinated with Caroline County Public Schools on Town participation in Caroline Reads community literacy initiative; identified opportunities for Town facility use, staff volunteer participation, and promotional support.
- **Joint Tourism Planning:** Collaborated with Caroline County Tourism Department on joint event planning efforts; discussed calendar coordination, marketing collaboration, and opportunities to promote Bowling Green as a regional destination.
- **VML Legislative Briefing:** Scheduled Virginia Municipal League (VML) legislative briefing session with Mayor and Vice Mayor to review General Assembly session priorities, proposed legislation affecting municipalities, and advocacy strategy on February 5th in Richmond.

Emergency Operations and Public Safety

Coordinated emergency response to winter weather events demonstrated effective collaboration with regional partners and ensured public safety and infrastructure protection.

- **Winter Storm Preparatory Coordination:** Attended comprehensive winter storm preparatory meetings with Virginia Department of Emergency Management (VDEM); reviewed weather forecasts, resource availability, communication protocols, and town personnel policy for communication to town staff.
- **Virtual Emergency Operations Center Activation:** Participated in virtual Emergency Operations Center (EOC) activation with Caroline County emergency management staff; monitored developing weather conditions, shared situational awareness information, and coordinated regional response activities with Town Council and staff.
- **Snow Removal Operations Management:** Coordinated staff deployment for snow removal operations, ensuring adequate equipment availability and personnel coverage; established shift schedules, prioritized road treatment routes, and maintained communication with Public Works crews throughout storm duration.

Utilities Planning and Financial Analysis

The utilities rate study process advanced significantly through detailed discussions of methodology, ensuring the analysis will provide comprehensive data to support informed decision-making.

- **Rate Study Methodology Meeting:** Conducted an extensive rate study methodology meeting with the University of Maryland consulting team; reviewed analytical approach, data requirements, and project timeline.
- **Capital Improvement Plan Projections:** Supplied detailed Capital Improvement Plan (CIP) projections documenting anticipated infrastructure investments, replacement schedules, capacity expansion needs, and estimated project costs over 6-year planning horizon.



- **Debt Service Schedules and Reserve Policies:** Furnished complete debt service schedules for existing obligations and established reserve policy parameters, including target fund balance levels, capital replacement reserves, and emergency contingency funding.

Audit and Financial Reporting

Progress on the FY24 audit moves the Town closer to completion of required financial reporting while supporting Finance Department operations.

- **FY24 Audit Finalization Meeting:** Met with the independent auditor to review FY24 audit finalization status.

Board and Commission Support

Comprehensive staffing support for Town boards and commissions ensures informed decision-making and maintains momentum on economic development and land-use planning initiatives.

- **Economic Development Authority (EDA) Meeting:** Prepared detailed agenda materials and provided professional staffing support for EDA meeting; facilitated discussion, documented decisions, and coordinated follow-up action items.
- **EDA Future Presenter Coordination:** Identified and coordinated future meeting presenters for EDA, including economic development professionals, site selection consultants, and business attraction specialists, to enhance board member knowledge and strategic planning.
- **Planning Commission Meeting Support:** Prepared comprehensive agenda materials and staffed Planning Commission meeting; provided technical guidance on land use matters, zoning interpretation, and development review procedures.
- **Minutes Review and Approval:** Reviewed draft minutes from Economic Development Authority, Planning Commission, and Town Council meetings to ensure accuracy, completeness, and proper documentation of official actions as drafted by Deputy Clerk.
- **2025 Planning Commission Annual Report:** Completed comprehensive Planning Commission Annual Report (enclosed with this memorandum) documenting 2025 activities, including cases reviewed, subdivisions approved, zoning matters addressed, and policy recommendations advanced.
- **Planning Commission CIP Approval:** Received Planning Commission approval to forward Capital Improvement Plan to Town Council for consideration and adoption; plan provides framework for coordinating infrastructure investments with land use planning and fiscal capacity.

Code Updates & Strategic Administration



Systematic review and updating of administrative code provisions ensure the Town's regulatory framework remains current with statutory requirements and best practices in collaboration with the Town Attorney.

- **Administrative Code Revision Coordination:** Coordinated with Town Attorney on comprehensive review of administrative code section revisions, ensuring consistency with Virginia Code requirements and current legal standards.
- **Section 2 Review Completion:** Completed thorough review of Administrative Code Section 2; identified outdated references, recommended language modernization, and ensured statutory compliance with recent General Assembly enactments.
- **Section 3 Review Initiation:** Initiated Section 3 review for statutory compliance; conducting systematic analysis of code provisions against current state law, case law developments, and Attorney General opinions.
- **Town Council Agenda Preparation:** Prepared Town Council agenda items with comprehensive supporting documentation, including background information, staff analysis, fiscal impact assessment, and recommended action statements.
- **Staff Report Development:** Developed detailed staff reports providing Council members with complete information necessary for informed decision-making on complex administrative, regulatory, and policy matters.

Comprehensive planning tools support effective governance and ensure critical deadlines are met throughout the fiscal year.

- **2026 Master Calendar Completion:** Completed comprehensive master calendar documenting all Town Council regular meetings, work sessions, public hearings, budget development milestones, grant reporting deadlines, audit requirements, regulatory compliance submissions, and community events; calendar provides centralized reference tool for Council members, which was a request from the 2025 retreat.

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM
Town Manager/Clerk/Zoning Administrator



TO: The Honorable Mayor & Town Council
FROM: Hope Toliver, Director of Finance, Town Treasurer
SUBJECT: January 2026 Treasurer's Report
DATE: February 5, 2026

SUMMARY:

During the month of January, the Treasurer's office worked on the following items:

Status of Town Audits

- FY24 Audit
 - The Town completed/signed the management representation letter
 - Draft should be received by the time of this report

Southern Software

- Staff continues to assist customers with the PSN payment portal and any questions regarding their bills. (utility, real estate, or personal property)
- Staff is working with Southern to create a custom utility collections report that can be used for delinquent collections in conjunction with delinquent tax collections
- A training session with Southern has been set for mid-February to review the new EFT processing module for completing Accounts Payable in a faster more efficient way

Real Estate / Personal Property

- The Town has been receiving revenue from Real Estate for this tax year in accordance with the new rates set by council
 - Any payments not yet received are now considered delinquent, and penalties/interest have been applied
- The Town has been receiving revenue from Personal Property for this tax year in accordance with the new rates set by council
 - Any payments not yet received are now considered delinquent, and penalties/interest have been applied



Utility Billing

- Staff investigated and updated 31 vacant meters
- Staff also found 7 meters that were active with usage, but did not have utility accounts established with the Town
 - All except one not have accounts and will now be billed accordingly
- Utility Bills for the November/December usage were sent out on 1/7/2026 and will be due 2/16/2026
 - Any payments not received on or before the due will incur late penalties.
- Staff continues to work on further improving our utility systems and workflows to increase efficiency and serve our customers better.

***Other Finance Department Operations
(AP, AR, Events, Trash Requests, Business Licenses, Etc.)***

- Approximately 200 front desk customers signed in and/or served at the window
- Continuing with ongoing efforts every day to answer utility billing and usage questions, real estate and personal property questions, and any other concerns, complaints and requests for assistance
- Monthly AP processing – 4 check runs completed (weekly process)
- 5 Town Hall rental events occurred during the month of December
- The town followed up with 11 leak inquires this month, with 4 resulting in account adjustments

Budget vs Actual

TOWN OF BOWLING GREEN
1/26/2026 9:30:39 AM

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Period Ending 1/25/2026

| 100 GENERAL FUND | | | | | | | |
|--|---------|-----------|-----------|------------|--------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 100-011010-0001 REAL CURRENT YEAR TAXES | 250,000 | 2,449.59 | 2,449.59 | 206,802.44 | (43,197.56) | 83% | |
| 100-011010-0002 REAL DELINQUENT TAXES | 1,500 | 0.00 | 0.00 | 287.87 | (1,212.13) | 19% | |
| 100-011011-0001 RT 301 CURRENT YEAR TAXES | 31,000 | 4,128.45 | 4,128.45 | 63,624.20 | 32,624.20 | 205% | |
| 100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES | 3,000 | 0.00 | 0.00 | 2,234.25 | (765.75) | 74% | |
| 100-011020-0011 PP PUBLIC SERVICE CURRENT YEAR TAXES | 0 | 3.86 | 3.86 | 3.86 | 3.86 | | |
| 100-011030-0001 PERSONAL CURRENT YEAR TAXES | 55,000 | 34,959.35 | 34,959.35 | 44,589.29 | (10,410.71) | 81% | |
| 100-011030-0002 PERSONAL DELINQUENT TAXES | 1,500 | 0.00 | 0.00 | 278.30 | (1,221.70) | 19% | |
| 100-011060-0001 REAL PENALTY | 2,000 | 94.58 | 94.58 | 153.49 | (1,846.51) | 8% | |
| 100-011060-0002 REAL INTEREST | 1,600 | 94.58 | 94.58 | 168.06 | (1,431.94) | 11% | |
| 100-012010-0001 SALES TAX | 52,050 | 0.00 | 0.00 | 11,242.99 | (40,807.01) | 22% | |
| 100-012020-0001 CONSUMER UTILITY TAX | 39,500 | 3,122.64 | 3,122.64 | 20,635.38 | (18,864.62) | 52% | |
| 100-012030-0001 BUSINESS LICENSE | 95,000 | 60.00 | 60.00 | 3,780.28 | (91,219.72) | 4% | |
| 100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES | 15,000 | 9,013.91 | 9,013.91 | 13,309.31 | (1,690.69) | 89% | |
| 100-012060-0001 BANK STOCK TAX | 428,400 | 0.00 | 0.00 | 0.00 | (428,400.00) | | |
| 100-012070-0001 CIGARETTE TAX | 35,000 | 0.00 | 0.00 | 21,785.54 | (13,214.46) | 62% | |
| 100-012080-0001 MEALS TAX | 375,000 | 29,997.79 | 29,997.79 | 252,554.47 | (122,445.53) | 67% | |
| 100-012100-0001 TRANSIENT OCCUPANCY TAX | 3,000 | 805.48 | 805.48 | 3,664.54 | 664.54 | 122% | |
| 100-013030-0001 ZONING PERMITS/FEES | 3,175 | 0.00 | 0.00 | 1,504.45 | (1,670.55) | 47% | |
| 100-013030-0002 HOME OCCUPATION PERMITS | 100 | 0.00 | 0.00 | 0.00 | (100.00) | | |
| 100-014010-0001 POLICE/COURT FINES | 20,000 | 1,646.72 | 1,646.72 | 9,670.29 | (10,329.71) | 48% | |

Budget vs Actual

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| Description | Budget | MTD | QTD | YTD | Variance | Percent |
|--|------------------|------------------|------------------|-------------------|---------------------|------------|
| 100 GENERAL FUND | | | | | | |
| 100-014010-0002 RETURNED CHECK FEE | 100 | 25.00 | 25.00 | 200.00 | 100.00 | 200% |
| 100-014010-0003 E SUMMONS FEES **RESTRICTED USE** | 1,300 | 0.00 | 0.00 | 0.00 | (1,300.00) | |
| 100-015010-0001 INTEREST EARNED | 25,000 | 0.00 | 0.00 | 0.00 | (25,000.00) | |
| 100-015020-0001 CABLE PROPERTY RENTAL | 14,000 | 0.00 | 0.00 | 14,000.00 | 0.00 | 100% |
| 100-015020-0002 TOWN HALL RENTALS | 18,000 | 3,685.00 | 3,685.00 | 17,837.00 | (163.00) | 99% |
| 100-015020-0005 TOWN HALL ACTIVITY FEES | 500 | 0.00 | 0.00 | 150.00 | (350.00) | 30% |
| 100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER) | 50,000 | 0.00 | 0.00 | 3,392.82 | (46,607.18) | 7% |
| 100-016099-0003 TRASH REVENUE | 110,000 | 4,943.99 | 4,943.99 | 45,661.31 | (64,338.69) | 42% |
| 100-016099-0006 PENALTY FEES | 0 | 0.00 | 0.00 | 3.30 | 3.30 | |
| 100-018900-0060 SALE OF SURPLUS EQUIP/FURN | 0 | 0.00 | 0.00 | 3,000.00 | 3,000.00 | |
| 100-018900-0800 REIMBURSEMENT/RESTITUTION | 0 | 0.00 | 0.00 | 576.35 | 576.35 | |
| 100-018950-0001 UNRECONCILED REVENUE | 0 | 0.00 | 0.00 | 2,104.80 | 2,104.80 | |
| 100-020108-0001 ROLLING STOCK TAX | 0 | 0.00 | 0.00 | 2.97 | 2.97 | |
| 100-020109-0001 VA 599 POLICE FUNDING | 16,000 | 0.00 | 0.00 | 15,258.00 | (742.00) | 95% |
| 100-020110-0001 PPTRA REIMBURSEMENT-STATE | 21,908 | 0.00 | 0.00 | 21,907.50 | (0.50) | 100% |
| 100-020111-0001 COMMUNICATIONS TAX | 28,900 | 2,101.38 | 2,101.38 | 15,125.01 | (13,774.99) | 52% |
| 100-040407-0001 LITTER GRANT | 1,596 | 0.00 | 0.00 | 1,658.56 | 62.56 | 104% |
| 100-040407-0100 GF GRANT PROCEEDS | 0 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | |
| 100-040412-0001 VIRGINIA FIRE PROGRAMS | 15,000 | 0.00 | 0.00 | 0.00 | (15,000.00) | |
| Revenues Totals: | 1,714,129 | 97,132.32 | 97,132.32 | 801,166.63 | (912,962.37) | 47% |

Budget vs Actual

TOWN OF BOWLING GREEN
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| 100 GENERAL FUND | | | | | | | |
|----------------------------------|--------|----------|----------|----------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Expenses | | | | | | | |
| 100-011010-0003 REAL TAX REFUNDS | 0 | 1,213.16 | 1,213.16 | 1,213.16 | (1,213.16) | | |
| Totals: | 0 | 1,213.16 | 1,213.16 | 1,213.16 | (1,213.16) | | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 100 GENERAL FUND | | | | | | |
|---|--------|-------------|-------------|-----------|-------------|---------|
| Description | Budget | MTD | QTD | YTD | Variance | Percent |
| 100-012110-1101 SALARIES | 91,928 | 11,086.45 | 11,086.45 | 79,509.60 | 12,418.40 | 86% |
| 100-012110-1150 PT Salaries and Wages | 27,687 | (12,185.29) | (12,185.29) | 5,500.00 | 22,187.00 | 20% |
| 100-012110-2100 FICA | 9,151 | 848.13 | 848.13 | 6,044.35 | 3,106.65 | 66% |
| 100-012110-2210 VRS | 12,879 | 1,686.08 | 1,686.08 | 10,959.52 | 1,919.48 | 85% |
| 100-012110-2220 457 PLAN | 0 | 217.93 | 217.93 | 1,313.42 | (1,313.42) | |
| 100-012110-2400 GROUP LIFE | 1,232 | 138.26 | 138.26 | 898.69 | 333.31 | 73% |
| 100-012110-2500 DISABILITY INSURANCE - VML | 380 | 0.00 | 0.00 | 0.00 | 380.00 | |
| 100-012110-3000 TOWN MANAGER EXPENSES | 4,500 | 0.00 | 0.00 | 0.00 | 4,500.00 | |
| 100-012110-3050 MAYOR EXPENSES | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | |
| 100-012110-3100 CONTINGENCY | 35,000 | 0.00 | 0.00 | 0.00 | 35,000.00 | |
| 100-012110-3140 CONTRACTED SERVICES/SHREDDING | 600 | 22,490.26 | 22,490.26 | 22,490.26 | (21,890.26) | 3748% |
| 100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT | 0 | 8,846.93 | 8,846.93 | 8,846.93 | (8,846.93) | |
| 100-012110-3142 CONTRACTED SERVICES - LAND USE | 0 | 14,615.16 | 14,615.16 | 14,615.16 | (14,615.16) | |
| 100-012110-3150 PROFESSIONAL SERVICES - LEGAL | 55,000 | (28,019.56) | (28,019.56) | 17,073.94 | 37,926.06 | 31% |
| 100-012110-3152 WEB BASED SERVICES | 15,000 | 0.00 | 0.00 | 12,698.55 | 2,301.45 | 85% |
| 100-012110-3600 ADVERTISING | 3,000 | 20.70 | 20.70 | 782.59 | 2,217.41 | 26% |
| 100-012110-5250 TELECOMMUNICATIONS | 3,000 | 0.00 | 0.00 | 1,444.67 | 1,555.33 | 48% |
| 100-012110-5300 TOWN INSURANCE-GENERAL FUND | 30,000 | 0.00 | 0.00 | 18,422.88 | 11,577.12 | 61% |
| 100-012110-5545 CONFERENCE EXPENSES/TRAINING EXPENSE | 6,000 | 330.60 | 330.60 | 738.00 | 5,262.00 | 12% |
| 100-012110-5810 MEMBERSHIP DUES | 1,500 | 0.00 | 0.00 | 1,620.27 | (120.27) | 108% |
| 100-012110-5840 MISCELLANEOUS | 3,000 | 0.00 | 0.00 | 471.05 | 2,528.95 | 16% |
| 100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING | 3,500 | 0.00 | 0.00 | 2,884.51 | 615.49 | 82% |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|--|---------|------------|------------|------------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-012110-6023 PUBLIC RELATIONS | 1,500 | 0.00 | 0.00 | 805.29 | 694.71 | 54% | |
| 100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES | 25,000 | (1,872.00) | (1,872.00) | 22,819.43 | 2,180.57 | 91% | |
| COUNCIL AND TOWN ADMINISTRATION Totals: | 331,357 | 18,203.65 | 18,203.65 | 229,939.11 | 101,417.89 | 69% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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| 100 GENERAL FUND | | | | | | | |
|---|---------|-----------|-----------|------------|-------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-012410-1101 SALARIES/WAGES | 147,409 | 10,085.92 | 10,085.92 | 70,600.52 | 76,808.48 | 48% | |
| 100-012410-1200 PT SALARY AND WAGES | 32,372 | 3,381.44 | 3,381.44 | 14,845.64 | 17,526.36 | 46% | |
| 100-012410-2100 FICA | 13,753 | 1,019.99 | 1,019.99 | 6,467.67 | 7,285.33 | 47% | |
| 100-012410-2210 VRS | 20,652 | 1,576.06 | 1,576.06 | 10,244.39 | 10,407.61 | 50% | |
| 100-012410-2220 457 PLAN | 0 | 211.44 | 211.44 | 211.44 | (211.44) | | |
| 100-012410-2300 HEALTH PLAN | 26,257 | 1,453.24 | 1,453.24 | 9,446.06 | 16,810.94 | 36% | |
| 100-012410-2400 GROUP LIFE | 1,975 | 129.24 | 129.24 | 840.06 | 1,134.94 | 43% | |
| 100-012410-2500 HYBRID DISABILITY INSURANCE | 870 | 0.00 | 0.00 | 0.00 | 870.00 | | |
| 100-012410-3120 AUDIT | 71,700 | 0.00 | 0.00 | 92,244.87 | (20,544.87) | 129% | |
| 100-012410-3130 CREDIT CARD AND BANK FEES | 5,000 | 0.00 | 0.00 | 2,988.21 | 2,011.79 | 60% | |
| 100-012410-3150 PROFESSIONAL SERVICES - CPA | 75,000 | 7,259.56 | 7,259.56 | 67,828.77 | 7,171.23 | 90% | |
| 100-012410-3310 OFFICE EQUIPMENT | 1,500 | 0.00 | 0.00 | 492.88 | 1,007.12 | 33% | |
| 100-012410-3320 COMPUTER LICENSES/SUPPORT | 75,000 | 4,164.50 | 4,164.50 | 34,551.27 | 40,448.73 | 46% | |
| 100-012410-3600 LATE FEES & PENALTIES | 0 | 0.00 | 0.00 | 6,516.84 | (6,516.84) | | |
| 100-012410-5210 POSTAGE | 2,500 | 0.00 | 0.00 | 172.48 | 2,327.52 | 7% | |
| 100-012410-5230 TELECOMMUNICATIONS | 1,500 | 0.00 | 0.00 | 427.89 | 1,072.11 | 29% | |
| 100-012410-5540 EDUCATION/TRAINING | 2,000 | 0.00 | 0.00 | 2,169.68 | (169.68) | 108% | |
| 100-012410-5810 MEMBERSHIP DUES | 700 | 0.00 | 0.00 | 250.00 | 450.00 | 36% | |
| 100-012410-5840 MISCELLANEOUS | 3,000 | 0.00 | 0.00 | 0.00 | 3,000.00 | | |
| 100-012410-6001 OFFICE SUPPLIES & PRINTING | 6,000 | 29.68 | 29.68 | 1,566.70 | 4,433.30 | 26% | |
| TREASURER Totals: | 487,188 | 29,311.07 | 29,311.07 | 321,865.37 | 165,322.63 | 66% | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|---|----------------|------------------|------------------|-------------------|------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-031100-1101 SALARIES/WAGES | 115,489 | 9,118.47 | 9,118.47 | 67,542.98 | 47,946.02 | 58% | |
| 100-031100-1150 PART-TIME SALARY AND WAGES | 6,120 | 300.00 | 300.00 | 2,438.83 | 3,681.17 | 40% | |
| 100-031100-2100 FICA | 9,303 | 717.14 | 717.14 | 5,331.70 | 3,971.30 | 57% | |
| 100-031100-2210 VRS | 16,180 | 1,286.72 | 1,286.72 | 8,363.68 | 7,816.32 | 52% | |
| 100-031100-2300 HEALTH PLAN | 10,341 | 93.64 | 93.64 | 608.66 | 9,732.34 | 6% | |
| 100-031100-2400 GROUP LIFE | 1,548 | 113.40 | 113.40 | 737.10 | 810.90 | 48% | |
| 100-031100-2500 HYBRID DISABILITY INSURANCE | 275 | 0.00 | 0.00 | 0.00 | 275.00 | | |
| 100-031100-2720 BUILDING REPAIRS/MAINTENANCE | 2,000 | 0.00 | 0.00 | 175.00 | 1,825.00 | 9% | |
| 100-031100-3310 VEHICLE MAINTENANCE | 10,000 | 0.00 | 0.00 | 704.04 | 9,295.96 | 7% | |
| 100-031100-3312 EQUIPMENT REPAIR | 200 | 0.00 | 0.00 | 42.00 | 158.00 | 21% | |
| 100-031100-3320 PROFESSIONAL SERVICES | 2,350 | 0.00 | 0.00 | 336.00 | 2,014.00 | 14% | |
| 100-031100-5110 ELECTRICITY | 10,500 | 0.00 | 0.00 | 1,305.35 | 9,194.65 | 12% | |
| 100-031100-5230 TELECOMMUNICATIONS | 1,000 | 0.00 | 0.00 | 234.31 | 765.69 | 23% | |
| 100-031100-5540 EDUCATION/TRAINING | 1,500 | 0.00 | 0.00 | 750.00 | 750.00 | 50% | |
| 100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS | 2,500 | 0.00 | 0.00 | 1,827.74 | 672.26 | 73% | |
| 100-031100-6001 OFFICE SUPPLIES & PRINTING | 3,000 | 0.00 | 0.00 | 39.91 | 2,960.09 | 1% | |
| 100-031100-6008 VEHICLE FUEL/OIL | 3,000 | 0.00 | 0.00 | 1,479.97 | 1,520.03 | 49% | |
| 100-031100-6010 EQUIPMENT/SUPPLIES | 5,000 | 0.00 | 0.00 | 14,197.04 | (9,197.04) | 284% | |
| 100-031100-6011 UNIFORMS | 2,000 | 0.00 | 0.00 | 905.00 | 1,095.00 | 45% | |
| POLICE DEPARTMENT Totals: | 202,306 | 11,629.37 | 11,629.37 | 107,019.31 | 95,286.69 | 53% | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|---------------------------------------|--------|------|------|------|----------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-031200-0003 USE OF E-SUMMONS FEES | 4,500 | 0.00 | 0.00 | 0.00 | 4,500.00 | | |
| POLICE DEPT RESTRICTED Totals: | 4,500 | 0.00 | 0.00 | 0.00 | 4,500.00 | | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | | |
|------------------------------------|--------|------|------|-----------|----------|---------|--|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | | |
| 100-032000-5650 FIRE PROGRAM FUNDS | 15,000 | 0.00 | 0.00 | 15,000.00 | 0.00 | 100% | | |
| DONATIONS Totals: | 15,000 | 0.00 | 0.00 | 15,000.00 | 0.00 | 100% | | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|---|--------|----------|----------|-----------|-------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-043100-1101 SALARIES | 94,656 | 430.89 | 430.89 | 58,219.83 | 36,436.17 | 62% | |
| 100-043100-1201 SALARIES/WAGES-OVERTIME | 1,020 | 259.92 | 259.92 | 989.40 | 30.60 | 97% | |
| 100-043100-2100 FICA | 7,319 | 619.78 | 619.78 | 4,509.99 | 2,809.01 | 62% | |
| 100-043100-2210 VRS | 13,261 | 1,239.52 | 1,239.52 | 8,056.88 | 5,204.12 | 61% | |
| 100-043100-2220 457 PLAN | 0 | 98.32 | 98.32 | 517.97 | (517.97) | | |
| 100-043100-2300 HEALTH PLAN | 22,322 | 2,175.32 | 2,175.32 | 14,139.58 | 8,182.42 | 63% | |
| 100-043100-2400 GROUP LIFE | 1,268 | 103.22 | 103.22 | 670.93 | 597.07 | 53% | |
| 100-043100-2500 HYBRID DISABILITY INSURANCE | 235 | 0.00 | 0.00 | 0.00 | 235.00 | | |
| 100-043100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT | 0 | 7,674.43 | 7,674.43 | 7,674.43 | (7,674.43) | | |
| 100-043100-3311 VEHICLE MAINT | 10,000 | 0.00 | 0.00 | 895.21 | 9,104.79 | 9% | |
| 100-043100-5110 ELECTRICITY/STREETLIGHTS | 39,000 | 0.00 | 0.00 | 7,756.20 | 31,243.80 | 20% | |
| 100-043100-5230 TELECOMMUNICATIONS | 3,000 | 0.00 | 0.00 | 664.76 | 2,335.24 | 22% | |
| 100-043100-5300 INSURANCE | 7,500 | 0.00 | 0.00 | 4,605.72 | 2,894.28 | 61% | |
| 100-043100-5540 EDUCATION/ TRAINING | 500 | 0.00 | 0.00 | 0.00 | 500.00 | | |
| 100-043100-6001 OFFICE SUPPLIES & PRINTING | 500 | 0.00 | 0.00 | 867.81 | (367.81) | 174% | |
| 100-043100-6006 HAND TOOLS | 500 | 0.00 | 0.00 | 188.91 | 311.09 | 38% | |
| 100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS | 12,000 | 1,738.00 | 1,738.00 | 18,130.99 | (6,130.99) | 151% | |
| 100-043100-6008 VEHICLE FUEL/ OIL | 3,000 | 0.00 | 0.00 | 5,354.47 | (2,354.47) | 178% | |
| 100-043100-6009 EQUIPMENT/ SUPPLIES | 11,000 | 1,274.35 | 1,274.35 | 21,040.68 | (10,040.68) | 191% | |
| 100-043100-6011 UNIFORMS/ SAFETY EQUIP | 1,500 | 0.00 | 0.00 | 776.04 | 723.96 | 52% | |
| 100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT | 6,000 | 0.00 | 0.00 | 1,435.00 | 4,565.00 | 24% | |
| 100-043100-7120 PARK MAINTENANCE/GATEWAY | 7,500 | 0.00 | 0.00 | 7,173.39 | 326.61 | 96% | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|--------------------------------------|----------------|------------------|------------------|-------------------|-------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| BEAUTIFICATION | | | | | | | |
| 100-043100-7130 REFUSE COLLECTION | 100,222 | 0.00 | 0.00 | 30,369.43 | 69,852.57 | 30% | |
| 100-043100-7140 LITTER GRANT | 1,200 | 0.00 | 0.00 | 0.00 | 1,200.00 | | |
| 100-043100-7200 TOWN HALL EXPENSES | 36,000 | 0.00 | 0.00 | 26,851.30 | 9,148.70 | 75% | |
| 100-043100-7201 Grant Matching Funds | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | | |
| PUBLIC WORKS Totals: | 404,503 | 15,613.75 | 15,613.75 | 220,888.92 | 183,614.08 | 55% | |

Budget vs Actual

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| 100 GENERAL FUND | | | | | | | |
|---|---------|----------|----------|----------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 100-072000-5800 REFUNDS OF ACTIVITY FEES | 0 | 1,625.00 | 1,625.00 | 4,525.00 | (4,525.00) | | |
| 100-093100-0300 TRSF TO CIP FR GENERAL FUND | 50,000 | 0.00 | 0.00 | 0.00 | 50,000.00 | | |
| 100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES | 14,500 | 0.00 | 0.00 | 0.00 | 14,500.00 | | |
| 100-093100-0520 TRANSFER TO SEWER FUND | 204,775 | 0.00 | 0.00 | 0.00 | 204,775.00 | | |
| Totals: | 269,275 | 1,625.00 | 1,625.00 | 4,525.00 | 264,750.00 | 2% | |

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| | | | | | | |
|------------------|-----------|-----------|-----------|------------|------------|-----|
| Expenses Totals: | 1,714,129 | 77,596.00 | 77,596.00 | 900,450.87 | 813,678.13 | 53% |
|------------------|-----------|-----------|-----------|------------|------------|-----|

Budget vs Actual

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| | | | | |
|------------------|---------------------------------|-----------|-----------|-------------|
| 100 GENERAL FUND | Revenues Over/(Under) Expenses: | 19,536.32 | 19,536.32 | (99,284.24) |
|------------------|---------------------------------|-----------|-----------|-------------|

Budget vs Actual

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300 CAPITAL PROJECTS

| Description | Budget | MTD | QTD | YTD | Variance | Percent |
|--|--------|------|------|------|-------------|---------|
| Revenues | | | | | | |
| 300-041050-0100 TRANSFER FR GEN FUND TO CIP | 50,000 | 0.00 | 0.00 | 0.00 | (50,000.00) | |
| Revenues Totals: | 50,000 | 0.00 | 0.00 | 0.00 | (50,000.00) | |

Budget vs Actual

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300 CAPITAL PROJECTS

| Description | Budget | MTD | QTD | YTD | Variance | Percent |
|--|--------|------|------|------|-----------|---------|
| Expenses | | | | | | |
| 300-300100-0005 CAPITAL PROJECTS RESERVE | 50,000 | 0.00 | 0.00 | 0.00 | 50,000.00 | |
| Totals: | 50,000 | 0.00 | 0.00 | 0.00 | 50,000.00 | |

Budget vs Actual

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| | | | | | |
|------------------|--------|------|------|------|-----------|
| Expenses Totals: | 50,000 | 0.00 | 0.00 | 0.00 | 50,000.00 |
|------------------|--------|------|------|------|-----------|

Budget vs Actual

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| | | | | |
|----------------------|---------------------------------|------|------|------|
| 300 CAPITAL PROJECTS | Revenues Over/(Under) Expenses: | 0.00 | 0.00 | 0.00 |
|----------------------|---------------------------------|------|------|------|

Budget vs Actual

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Period Ending 1/25/2026

| 310 INTERGOV SERVICE AGREEMENT | | | | | | | |
|--|--------|------|------|-----------|-----------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 310-016010-0002 INTERGOV SERVICE AGREEMENT | 0 | 0.00 | 0.00 | 33,928.20 | 33,928.20 | | |
| Revenues Totals: | 0 | 0.00 | 0.00 | 33,928.20 | 33,928.20 | | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

310 INTERGOV SERVICE AGREEMENT

| Description | Budget | MTD | QTD | YTD | Variance | Percent |
|--|--------|------|------|-----------|-------------|---------|
| Expenses | | | | | | |
| 310-016010-0001 INTERGOV SERVICE AGREEMENT | 0 | 0.00 | 0.00 | 33,928.20 | (33,928.20) | |
| INTERGOV SERVICE AGREEMENT Totals: | 0 | 0.00 | 0.00 | 33,928.20 | (33,928.20) | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| | | | | | |
|------------------|---|------|------|-----------|-------------|
| Expenses Totals: | 0 | 0.00 | 0.00 | 33,928.20 | (33,928.20) |
|------------------|---|------|------|-----------|-------------|

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

310 INTERGOV SERVICE
AGREEMENT

Revenues Over/(Under) Expenses:

0.00

0.00

0.00

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 400 EVENTS AND ACTIVITIES | | | | | | | |
|---|---------------|-------------|-------------|------------------|-------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 400-016050-0005 HARVEST FESTIVAL - MEALS TAX | 0 | 0.00 | 0.00 | 2,135.33 | 2,135.33 | | |
| 400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS | 0 | 0.00 | 0.00 | 7,450.00 | 7,450.00 | | |
| 400-016050-0051 HARVEST FESTIVAL - CAR SHOW | 0 | 0.00 | 0.00 | 2,325.00 | 2,325.00 | | |
| 400-019050-0100 HARVEST FESTIVAL | 19,000 | 0.00 | 0.00 | 12,970.00 | (6,030.00) | 68% | |
| 400-019050-0300 TOWN HALL ACTIVITIES | 1,000 | 0.00 | 0.00 | 0.00 | (1,000.00) | | |
| 400-041050-0100 TRANSFER FROM GF TO EVENTS | 14,500 | 0.00 | 0.00 | 0.00 | (14,500.00) | | |
| Revenues Totals: | 34,500 | 0.00 | 0.00 | 24,880.33 | (9,619.67) | 72% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 400 EVENTS AND ACTIVITIES | | | | | | | |
|--|---------------|-------------|-------------|------------------|-----------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Expenses | | | | | | | |
| 400-071100-3101 NNO - ENTERTAINMENT | 0 | 0.00 | 0.00 | 435.00 | (435.00) | | |
| 400-071200-1210 HARVEST FESTIVAL | 27,500 | 0.00 | 0.00 | 22,175.74 | 5,324.26 | 81% | |
| 400-071200-1230 MUSIC ON THE GREEN | 4,000 | 0.00 | 0.00 | 1,400.00 | 2,600.00 | 35% | |
| 400-071200-1250 PARADE/HOLIDAY EVENTS | 1,500 | 0.00 | 0.00 | 2,278.01 | (778.01) | 152% | |
| 400-071200-1310 TOWN HALL ACTIVITIES | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| Totals: | 34,500 | 0.00 | 0.00 | 26,288.75 | 8,211.25 | 76% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| | | | | | | |
|------------------|--------|------|------|-----------|----------|-----|
| Expenses Totals: | 34,500 | 0.00 | 0.00 | 26,288.75 | 8,211.25 | 76% |
|------------------|--------|------|------|-----------|----------|-----|

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| | | | | |
|---------------------------|---------------------------------|------|------|------------|
| 400 EVENTS AND ACTIVITIES | Revenues Over/(Under) Expenses: | 0.00 | 0.00 | (1,408.42) |
|---------------------------|---------------------------------|------|------|------------|

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 500 WATER | | | | | | | |
|---|----------------|------------------|------------------|-------------------|---------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 500-016099-0001 WATER SALES | 612,000 | 37,438.82 | 37,438.82 | 387,545.84 | (224,454.16) | 63% | |
| 500-016099-0003 ACCOUNT SETUP FEES | 1,000 | 0.00 | 0.00 | 30.00 | (970.00) | 3% | |
| 500-016099-0004 WATER RECONNECT FEES | 100 | 25.00 | 25.00 | 223.20 | 123.20 | 223% | |
| 500-016099-0005 CONNECTIONS FEES-WATER | 1,500 | 0.00 | 0.00 | 1,500.00 | 0.00 | 100% | |
| 500-016099-0006 PENALTY FEES | 2,500 | 0.00 | 0.00 | 50.74 | (2,449.26) | 2% | |
| 500-016099-0010 WATER AVAILABILITY FEES | 18,000 | 0.00 | 0.00 | 0.00 | (18,000.00) | | |
| 500-016099-0012 UTILITY INSPECTION FEES | 0 | 0.00 | 0.00 | 70.00 | 70.00 | | |
| 500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES | 100 | 0.00 | 0.00 | 0.00 | (100.00) | | |
| 500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE | 32,063 | 2,030.30 | 2,030.30 | 15,628.07 | (16,434.93) | 49% | |
| 500-016099-0040 GRANT PROCEEDS | 0 | 0.00 | 0.00 | 45,000.00 | 45,000.00 | | |
| Revenues Totals: | 667,263 | 39,494.12 | 39,494.12 | 450,047.85 | (217,215.15) | 67% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 500 WATER | | | | | | | |
|---|---------|----------|----------|-----------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Expenses | | | | | | | |
| 500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND | 71,013 | 0.00 | 0.00 | 0.00 | 71,013.00 | | |
| 500-500100-1101 SALARIES | 116,096 | 8,951.13 | 8,951.13 | 71,080.66 | 45,015.34 | 61% | |
| 500-500100-1201 SALARIES/WAGES-OVERTIME | 1,000 | 0.00 | 0.00 | 729.47 | 270.53 | 73% | |
| 500-500100-2100 FICA | 5,133 | 264.34 | 264.34 | 1,758.40 | 3,374.60 | 34% | |
| 500-500100-2210 VRS | 9,260 | 520.08 | 520.08 | 3,380.52 | 5,879.48 | 37% | |
| 500-500100-2220 457 PLAN | 0 | 28.46 | 28.46 | 184.99 | (184.99) | | |
| 500-500100-2300 HEALTH PLAN | 14,270 | 579.84 | 579.84 | 3,768.96 | 10,501.04 | 26% | |
| 500-500100-2400 GROUP LIFE | 886 | 44.18 | 44.18 | 287.17 | 598.83 | 32% | |
| 500-500100-2500 HYBRID DISABILITY | 101 | 0.00 | 0.00 | 0.00 | 101.00 | | |
| 500-500100-3139 CONTINGENCY (3100) | 77,627 | 0.00 | 0.00 | 29,519.00 | 48,108.00 | 38% | |
| 500-500100-3140 ENGINEERING/PROF. SERVICES | 15,000 | 0.00 | 0.00 | 0.00 | 15,000.00 | | |
| 500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT | 0 | 1,172.50 | 1,172.50 | 1,172.50 | (1,172.50) | | |
| 500-500100-3311 VEHICLE MAINT | 1,350 | 0.00 | 0.00 | 0.00 | 1,350.00 | | |
| 500-500100-3320 COMPUTER LICENSES/SUPPORT | 8,500 | 0.00 | 0.00 | 0.00 | 8,500.00 | | |
| 500-500100-5110 ELECTRICITY | 23,500 | 0.00 | 0.00 | 19,594.07 | 3,905.93 | 83% | |
| 500-500100-5210 MAILING COSTS | 5,500 | (899.53) | (899.53) | 5,951.52 | (451.52) | 108% | |
| 500-500100-5230 TELECOMMUNICATIONS | 4,200 | 0.00 | 0.00 | 0.00 | 4,200.00 | | |
| 500-500100-5300 TOWN INSURANCE-WATER | 10,000 | 0.00 | 0.00 | 6,250.62 | 3,749.38 | 63% | |
| 500-500100-5540 Education/Training/License/Permits | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| 500-500100-5810 FEES AND DUES | 3,127 | 0.00 | 0.00 | 400.00 | 2,727.00 | 13% | |
| 500-500100-5820 LICENSES AND PERMITS | 18,500 | 0.00 | 0.00 | 2,733.00 | 15,767.00 | 15% | |
| 500-500100-5840 MISCELLANEOUS | 3,000 | 0.00 | 0.00 | 0.00 | 3,000.00 | | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 500 WATER | | | | | | | |
|--|----------------|------------------|------------------|-------------------|-------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 500-500100-5899 Miss Utility Costs | 500 | 0.00 | 0.00 | 0.00 | 500.00 | | |
| 500-500100-6001 OFFICE SUPPLIES/EQUIPMENT | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | | |
| 500-500100-6005 Janitorial Supplies | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| 500-500100-6006 HAND TOOLS | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | | |
| 500-500100-6007 REPAIR / MAINTENANCE | 184,914 | 0.00 | 0.00 | 45,216.00 | 139,698.00 | 24% | |
| 500-500100-6008 VEHICLE FUEL/OIL | 10,000 | 0.00 | 0.00 | 149.93 | 9,850.07 | 1% | |
| 500-500100-6009 EQUIPMENT/SUPPLIES | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | | |
| 500-500100-6011 UNIFORMS/SAFETY EQUIP | 1,300 | 0.00 | 0.00 | 0.00 | 1,300.00 | | |
| 500-500100-6021 TESTING SUPPLIES/CHEMICALS | 5,000 | 0.00 | 0.00 | 1,114.30 | 3,885.70 | 22% | |
| 500-500100-6022 WATER TESTING | 8,000 | 0.00 | 0.00 | 300.00 | 7,700.00 | 4% | |
| 500-500100-6050 METER/FIRE HYDRANTS | 2,500 | 0.00 | 0.00 | 0.00 | 2,500.00 | | |
| 500-500100-6060 WELL HEAD PROTECTION GRANT | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | | |
| 500-500100-8500 2018 Loan Interest Expense | 53,986 | 2,675.96 | 2,675.96 | 19,739.84 | 34,246.16 | 37% | |
| Totals: | 667,263 | 13,336.96 | 13,336.96 | 213,330.95 | 453,932.05 | 32% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| | | | | | | |
|------------------|---------|-----------|-----------|------------|------------|-----|
| Expenses Totals: | 667,263 | 13,336.96 | 13,336.96 | 213,330.95 | 453,932.05 | 32% |
|------------------|---------|-----------|-----------|------------|------------|-----|

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| | | | | |
|-----------|---------------------------------|-----------|-----------|------------|
| 500 WATER | Revenues Over/(Under) Expenses: | 26,157.16 | 26,157.16 | 236,716.90 |
|-----------|---------------------------------|-----------|-----------|------------|

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 520 SEWER | | | | | | | |
|--|------------------|------------------|------------------|-------------------|---------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 520-016099-0002 SEWER SALES | 676,125 | 29,574.32 | 29,574.32 | 316,699.25 | (359,425.75) | 47% | |
| 520-016099-0007 CONNECTION FEES-SEWER | 2,250 | 0.00 | 0.00 | 750.00 | (1,500.00) | 33% | |
| 520-016099-0011 SEWER AVAILABILITY FEES | 18,000 | 0.00 | 0.00 | 0.00 | (18,000.00) | | |
| 520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE | 32,062 | 1,420.74 | 1,420.74 | 11,084.36 | (20,977.64) | 35% | |
| 520-016099-0060 PENALTY FEES | 0 | 0.00 | 0.00 | 11.16 | 11.16 | | |
| 520-041050-0100 TRANSFER IN | 240,650 | 0.00 | 0.00 | 0.00 | (240,650.00) | | |
| 520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER | 71,013 | 0.00 | 0.00 | 0.00 | (71,013.00) | | |
| Revenues Totals: | 1,040,100 | 30,995.06 | 30,995.06 | 328,544.77 | (711,555.23) | 32% | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 520 SEWER | | | | | | | |
|--|---------|-----------|-----------|------------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Expenses | | | | | | | |
| 520-500100-1101 SALARIES | 345,239 | 27,561.53 | 27,561.53 | 193,787.47 | 151,451.53 | 56% | |
| 520-500100-1201 OVERTIME | 1,000 | 0.00 | 0.00 | 729.47 | 270.53 | 73% | |
| 520-500100-2100 FICA | 5,133 | 264.34 | 264.34 | 1,850.38 | 3,282.62 | 36% | |
| 520-500100-2210 VRS | 9,260 | 520.08 | 520.08 | 3,380.52 | 5,879.48 | 37% | |
| 520-500100-2220 457 PLAN | 0 | 28.46 | 28.46 | 184.99 | (184.99) | | |
| 520-500100-2300 HEALTH INSURANCE | 14,270 | 579.84 | 579.84 | 3,768.96 | 10,501.04 | 26% | |
| 520-500100-2400 GROUP LIFE | 886 | 44.18 | 44.18 | 287.17 | 598.83 | 32% | |
| 520-500100-2500 HYBRID DISABILITY | 101 | 0.00 | 0.00 | 0.00 | 101.00 | | |
| 520-500100-2501 CONTINGENCY(3100) | 75,000 | 0.00 | 0.00 | 0.00 | 75,000.00 | | |
| 520-500100-3160 TESTING | 30,000 | 667.24 | 667.24 | 17,330.42 | 12,669.58 | 58% | |
| 520-500100-3180 SLUDGE REMOVAL | 145,500 | 0.00 | 0.00 | 128,628.00 | 16,872.00 | 88% | |
| 520-500100-3311 VEHICLE MAINT | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| 520-500100-3320 PROFESSIONAL SERVICES | 2,341 | 0.00 | 0.00 | 0.00 | 2,341.00 | | |
| 520-500100-5110 ELECTRICITY | 45,000 | 0.00 | 0.00 | 7,671.44 | 37,328.56 | 17% | |
| 520-500100-5120 PROPANE | 2,500 | 0.00 | 0.00 | 0.00 | 2,500.00 | | |
| 520-500100-5210 MAILING COSTS | 500 | 0.00 | 0.00 | 0.00 | 500.00 | | |
| 520-500100-5230 TELECOMMUNICATIONS | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| 520-500100-5300 INSURANCE | 6,000 | 0.00 | 0.00 | 3,618.78 | 2,381.22 | 60% | |
| 520-500100-5540 Education/Training/License | 2,500 | 0.00 | 0.00 | 0.00 | 2,500.00 | | |
| 520-500100-5613 VPDES FEES/DEQ | 4,500 | 0.00 | 0.00 | 960.72 | 3,539.28 | 21% | |
| 520-500100-5840 SEWER OPS MISCELLANEOUS | 15,000 | 266.98 | 266.98 | 1,868.86 | 13,131.14 | 12% | |
| 520-500100-5899 MISS UTILITY COST | 500 | 0.00 | 0.00 | 127.20 | 372.80 | 25% | |
| 520-500100-6001 OFFICE SUPPLIES | 800 | 0.00 | 0.00 | 0.00 | 800.00 | | |
| 520-500100-6004 LAB SUPPLIES/CHEMICALS | 15,000 | 0.00 | 0.00 | 0.00 | 15,000.00 | | |
| 520-500100-6005 Janitorial Supplies | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | | |

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 1/25/2026

| 520 SEWER | | | | | | | |
|--|-----------|-----------|-----------|--------------|--------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 520-500100-6006 SMALL TOOLS | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | | |
| 520-500100-6007 REPAIR / MAINTENANCE | 150,000 | 2,668.95 | 2,668.95 | 30,547.08 | 119,452.92 | 20% | |
| 520-500100-6008 VEHICLE FUEL/OIL | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | | |
| 520-500100-6011 UNIFORMS/SAFETY EQUIPMENT | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | | |
| 520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS | 300 | 0.00 | 0.00 | 0.00 | 300.00 | | |
| 520-500100-8500 Loan Interest Expense | 161,270 | 2,675.97 | 2,675.97 | 127,367.88 | 33,902.12 | 79% | |
| 520-500300-3334 MAINTENANCE-MAINS | 0 | 0.00 | 0.00 | 962,062.50 | (962,062.50) | | |
| Totals: | 1,040,100 | 35,277.57 | 35,277.57 | 1,484,171.84 | (444,071.84) | 143% | |

Budget vs Actual

TOWN OF BOWLING GREEN
1/26/2026 9:30:39 AM

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| | | | | | | |
|------------------|-----------|-----------|-----------|--------------|--------------|------|
| Expenses Totals: | 1,040,100 | 35,277.57 | 35,277.57 | 1,484,171.84 | (444,071.84) | 143% |
|------------------|-----------|-----------|-----------|--------------|--------------|------|

Budget vs Actual

TOWN OF BOWLING GREEN
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| | | | | |
|-----------|---------------------------------|------------|------------|----------------|
| 520 SEWER | Revenues Over/(Under) Expenses: | (4,282.51) | (4,282.51) | (1,155,627.07) |
|-----------|---------------------------------|------------|------------|----------------|



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- Jan 2026
DATE: Jan 26th, 2026

Police Activity

29-Total calls for service

14-Assist other agencies

2-Assaults

20-Traffic Summons / - Warnings 17 given

71-Property checks/ Vacation checks/ Business Checks

1- Town Hall Event

Heads Up

- *Reviewing Department General Orders*
- *Street light list updated*
- *Budget preparation*



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Public Works Department Monthly Report

DATE: January 26, 2026

PREPARED BY: Shawn Fortune, DPW

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires, and lights.
2. Staff took down the Christmas decorations and stored them in Cedar Lane warehouse.
3. Staff set up the Council meeting for January.
4. Leaf collection has ended.
5. The HVAC unit at the Wastewater Treatment Plant will be replaced by Caroline Heating and Air.
6. Daily checks of the playground have continued.
7. Weekly dumping of the trash cans on Main St. has continued by staff.
8. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
9. Staff cleared all the fence lines at the Wells and Pump Stations
10. Staff cleaned the area in front of the Drying Beds. All trash, lumber, and tools were stored to make the area more presentable.
11. Staff prepared for the winter storm, checking all equipment fuel levels and ensuring all equipment was running properly.

12. FY27 budget preparation for Wastewater, Water, and Public Works budgets is underway at the request of the Town Manager

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.
3. Daily checks of all the Pump Stations have continued.
4. Staff marked a total of 17(811) Miss Utility tickets.
5. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Water leak door hangers are delivered to customers to notify them of an issue on the private side of the meter.
6. Drying bed #3 had all the sand and pea gravel removed and replaced with #57 stone. The drainage system was also replaced.
7. Weekly checks of the generators have continued.
8. Staff assisted the Finance Dept. with water accounts not being billed to the proper customers.
9. Staff assisted the Finance Dept. with trash accounts not being billed properly.
10. Water main repair was made at 14440 Fredericksburg Tpke it was repaired with a repair band.

UTILITY REPORT



DECEMBER 2025

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

| Location | Date | Result |
|---------------------------------|------------|--------|
| 030 – Bowling Green Health Care | 12/17/2025 | Absent |
| 060 - VDOT | 12/17/2025 | Absent |

Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 4.322 MG for an average daily production rate of 0.139 MGD.

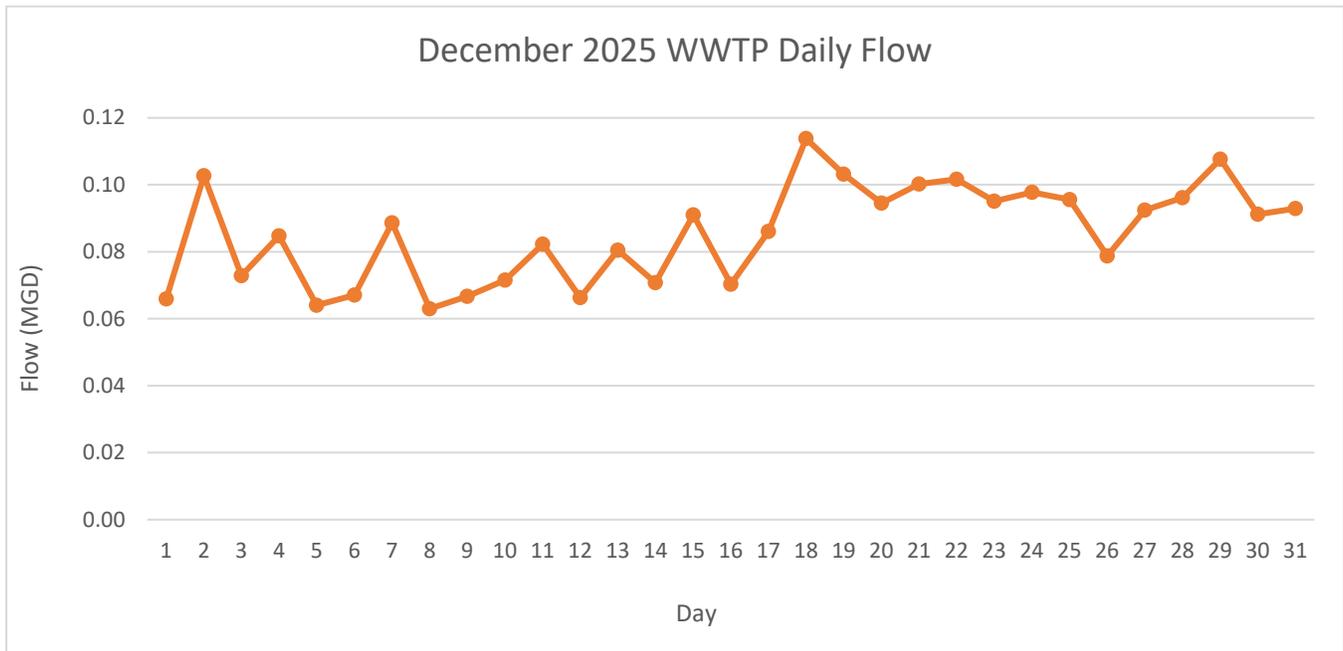
Operational Notes:

- Continuing to disinfect the water per state requirements.
- All state required samples were collected and reported.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.086 MGD for a total monthly effluent discharge of 2.656 MG.

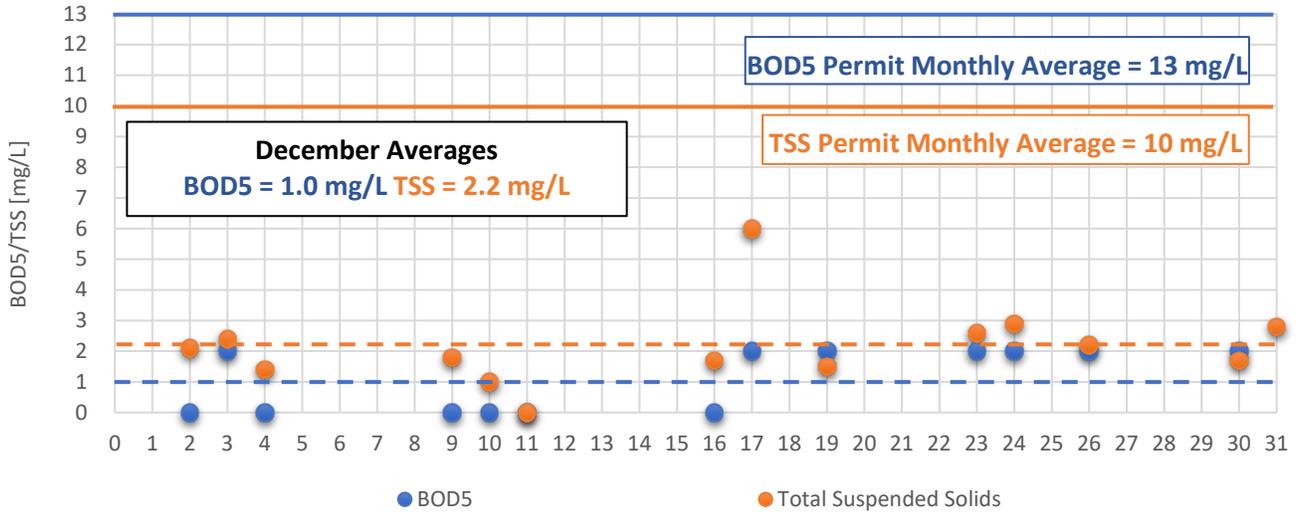


Operational Notes:

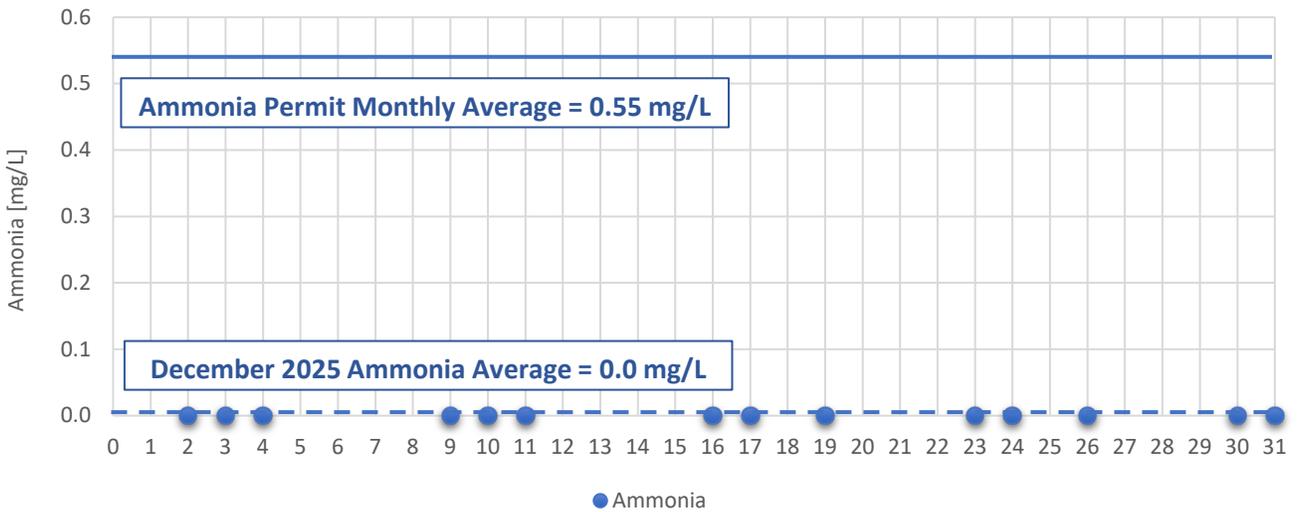
- Continuing to have issues with UV sensor. Hayward came on-site and provided guidance.
- Bolt anchoring points have degraded to the point of detachment from the concrete.
- Continuing to monitor and make necessary changes to keep operations as efficient as possible.

Sample Results:

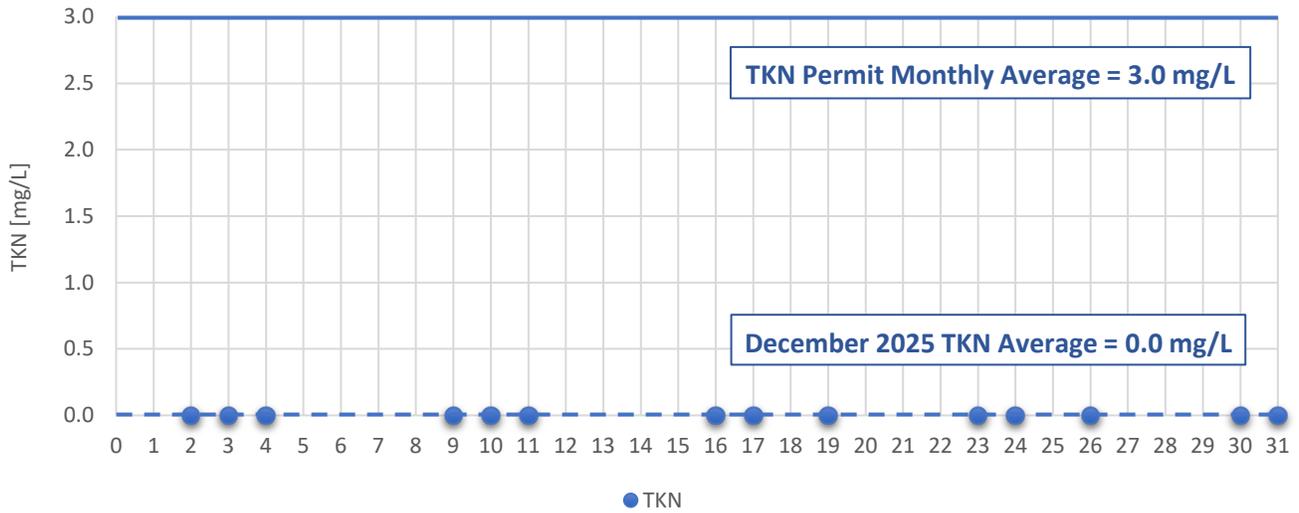
BOD5/TSS December 2025



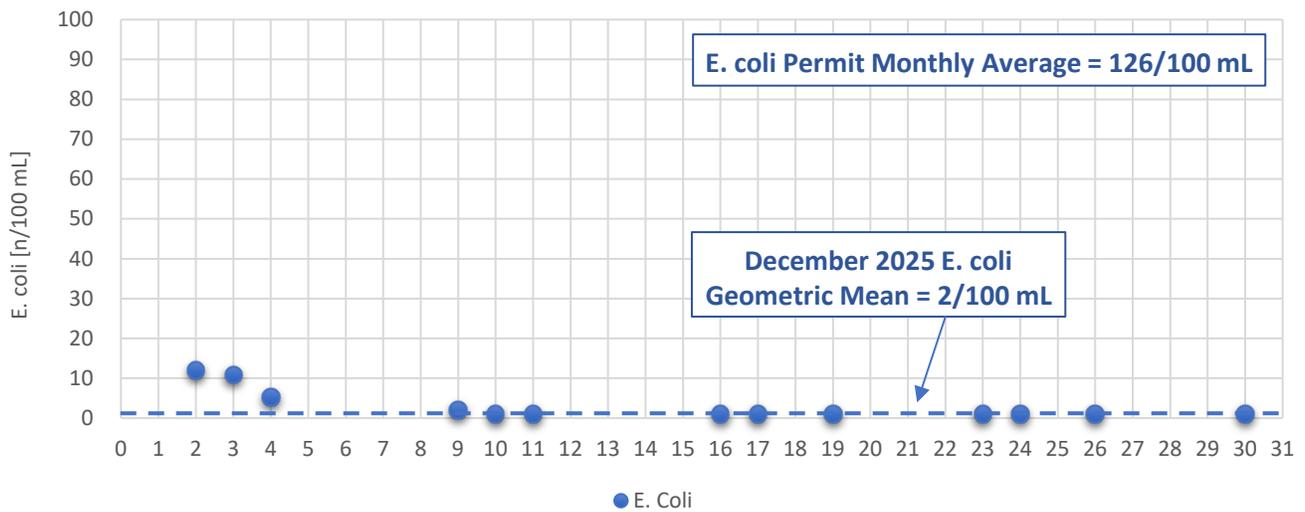
Ammonia December 2025



TKN December 2025



E. coli December 2025

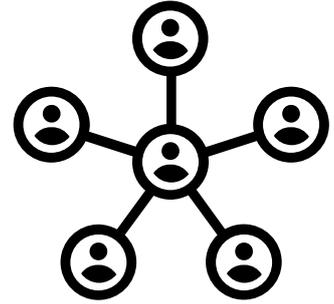


Glossary

| | |
|--------------------|--|
| Bacteria | E.coli and/or Total Coliform |
| BOD5 | 5-day Biochemical Oxygen Demand |
| CBOD | Carbonaceous Biochemical Oxygen Demand |
| cfu | colony forming unit |
| CIP | Capital Improvement Plan or Cast/cleaned-in-place |
| Cl | Chloride Ion |
| Cl ₂ | Chlorine |
| CMF | Continuous Membrane Filtration? |
| D.O. | Dissolved Oxygen |
| F/M ratio | Food to Microorganism ratio |
| FOG | Fats, Oil and Grease |
| GST | Ground Storage Tank |
| HWTP | Harmony Water Treatment Plant |
| I&I | Infiltration and Inflow |
| Inorganic Nitrogen | Nitrate + Nitrite |
| LS | Lift Station |
| mg/L | Milligrams per Liter |
| MGD | Million Gallons Per Day |
| mL | Milliliters |
| MLSS | Mixed Liquor Suspended Solids |
| MLVSS | Mixed Liquor Volatile Suspended Solids |
| MPN | Most Probable Number -bacteriological well sample |
| MW | Monitoring Well |
| N/N | Nitrate/Nitrite |
| Organic Nitrogen | TKN |
| P/A | Presence/Absence- bacteriological samples for drinking water |
| PFAS | polyfluoroalkyl substances |
| PLC | Programmable Logic Controller |
| POE | Point of Entry |
| RAS | Return Activated Sludge |
| SCADA | Supervisory Control and Data Acquisition |
| STEP | Septic Tank Effluent Pump |
| TKN | Total Kjeldahl Nitrogen |
| TN | Total Nitrogen |
| TP | Total Phosphorous |
| TR-6 | Copper sequestering chemical for wastewater |
| TSS | Total Suspended Solids |
| UV | Ultraviolet Light |
| WTP | Water Treatment Plant |
| WWTP | Wastewater Treatment Plant |
| | |
| | |
| | |

Organization

- ✓ Applied and awarded - \$3,500 Technical Assistance Grant from Virginia Department of Housing and Community Development
- ✓ Earned IRS 501(c)(3) status as BGVA Main Street
- ✓ Held strategic planning retreat to focus Year 1 efforts
- ✓ Launched BGVA Main Street website
- ✓ Board Members Jessica Beale & Katie Gibson Attended the National Main Street Conference in Philadelphia
- ✓ Participated in monthly Huddles
- ✓ Attended RevUps in Gloucester, Staunton, and Culpeper



Economic Vitality



- ✓ 400+ respondents to the Transformation Strategy Survey
- ✓ 55+ local community members hosted during onsite transformational strategy site visit with National Main Street representatives

Promotion

- ✓ Co-sponsored Business Appreciation Breakfast with the Town's Economic Development Authority
- ✓ Attended Caroline County Tourism & Economic Development Annual Reception
- ✓ "Caroline Reads" Literacy Campaign with Caroline County Public Schools - February 2026
- ✓ Mindful Miles 5K & Kids 1 Miler in collaboration with YMCA & local nonprofit - May 2026



Design



- ✓ Served as a community advocate for downtown emergency infrastructure project
- ✓ Led district-wide outreach creating maps, printing flyers, and sharing info on social media
- ✓ Enhanced East Main Street Parking Lot by striping angled parking which improved parking capacity during repairs
- ✓ Advocated for utility rates supporting capital investments and additional housing & rooftops to strengthen the business community



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Mark Inboden, Inboden Environmental Services, Inc.

DATE: February 5, 2026

RE: F.O.G. Policy

BACKGROUND

This agenda item is a request to the members of Town Council to consider approving an ordinance that will establish wastewater regulations related to fats, oils and grease (F.O.G.).

Grease, oil, sand, rags, string, and other harmful materials building up in sewer lines can lead to blockages that may result in overflows and harm the quality of nearby surface waters. These accumulations also raise the risk of sewer backups and create significant problems at the wastewater treatment plants by disrupting the biological processes.

The policy will apply to any user of the Town wastewater system, including businesses, institutions or establishments engaged in food preparation, automobile repair, and service where fats, oil and grease may be discharged into a public sewer. Some exceptions will apply such as single family homes, single service kitchens, etc.

Newly constructed businesses where grease, oil, sand, rags, string and other harmful substances and material that may be discharged into the Town wastewater system shall install, operate, maintain and repair a grease/grit interceptor, waste oil collection device or other applicable pretreatment unit solely at the user's expense. This will be necessary prior to the issuance of an occupancy permit.

Food and automobile facilities that existed before this Article was enacted may continue to use and maintain their current grease, oil, or grit interceptors, if these units are operating properly, according to the determination of the Town Manager.

In addition, the proposed ordinance will provide the Town with the necessary authority to effectively administer these regulations. It will establish clear provisions for frequent inspection of facilities and relevant records to ensure ongoing compliance. The ordinance will also include a schedule of fees and penalties for non-compliance, giving the Town leverage to enforce the requirements and maintain the integrity of the wastewater system.

DRAFT MOTION

I move that Town Council advance the proposed wastewater regulations related to fats, oils and grease to a public hearing and further consideration at the March 5 meeting.

TOWN of BOWLING GREEN

ORDINANCE No. _____

ESTABLISHING WASTEWATER REGULATIONS RELATED TO FATS, OILS, AND GREASE

Whereas, the Town of Bowling Green Virginia owns and operates drinking water and sanitary sewer systems for the Town, its businesses and residents; and

Whereas, these necessary public services require ongoing investment and maintenance as well as continual oversight and administration; and

Whereas, pursuant to power granted by state law (Va. Code § 15.2-2119), the Town has authority to regulate sewage collection, treatment or disposal service; and

Whereas, pursuant to Town Code Article VI Utilities, §1, Town Council has authority to make reasonable rules and regulations promoting the purity of its water supply and for protecting the same from pollution, and the authority to establish, construct, and maintain sanitary sewers, sewer lines and systems; and

Whereas, pursuant to Va. Code § 15.2-2122, the Town has the authority to establish standards for the use and services of sanitary, combined and stormwater sewer systems, treatment works and appurtenances operated and maintained by any locality, including but not limited to implementation of applicable pretreatment requirements pursuant to the State Water Control Law (§ [62.1-44.2](#) et seq.) and the federal Clean Water Act (33 U.S.C. § 1251 et seq.). Such sewer use standards may be implemented by ordinance, regulation, permit or contract of the locality, where applicable; and

Whereas, the Town's water and sewer regulations are set forth in Chapter 5: Public Facilities (Article 5.02 et seq.) of the Town Code; and

Whereas, pursuant to Va. Code § 15.2-2122, the Town may, by ordinance, establish a uniform schedule of civil penalties for violations of fats, oils, and grease standards; infiltration and inflow standards; and other specified provisions of any ordinance (other than industrial pretreatment requirements of the State Water Control Law (§ [62.1-44.2](#) et seq.) or federal Clean Water Act (33 U.S.C. § 1251 et seq.); and

Whereas, upon the advisement of the Town's licensed wastewater facilities operator and the recommendation from the Town Manager, after careful consideration, the Town Council deems it to be in the best interests and general welfare of its citizens and businesses to adopt wastewater rules and regulations related to fats, oils, and grease.

NOW, THEREFORE, BE IT ORDAINED BY THE BOWLING GREEN TOWN COUNCIL THAT THE TOWN WASTEWATER REGULATIONS AS SET OUT IN TOWN CODE ARE HEREBY AMENDED BY ADDING THE FOLLOWING PROVISIONS:

CHAPTER 5
ARTICLE 5.03
GREASE, OIL AND GRIT INTERCEPTORS

§ 5.03.010 Purpose

It is the duty of the Town to prevent the introduction of excessive grease, oil, grit, and other substances harmful or hazardous to the wastewater system and wastewater treatment plant. This Article is designed to implement and ensure compliance with applicable local, state, or federal rules and regulations.

Accumulations of grease, oil, sand, rags, string, and other harmful substances and materials within the sewer lines increase the potential to cause sewer blockages that, in turn, can cause overflows that degrade the quality of local surface waters and can cause sewer back-up into businesses or homes, which may cause extensive damage.

§ 5.03.020 Applicability

Any user of the Town wastewater system, including businesses, institutions, or establishments engaged in food preparation and service, where fats, oil and grease may be discharged into a public sewer, shall install, operate, maintain, and repair a grease interceptor, waste oil collection device, or other applicable pretreatment unit solely at the user's expense. Any user where automobiles, trucks or equipment are serviced or maintained, including but not limited to: car washes, service centers, repair shops, detailing centers, garages and any other facility where grease, oil, or grit may be discharged into the public sewer shall install, operate, maintain, and repair a grease/grit interceptor or other pretreatment unit solely at the user's expense.

Newly constructed businesses where grease, oil, sand, rags, string, and other harmful substances and material may be discharged into the Town wastewater system, shall install, operate, maintain and repair a grease/grit interceptor, waste oil collection device or other applicable pretreatment unit solely at the user's expense when necessary for the proper handling of wastes prior to the issuance of an occupancy permit.

Food and automobile facilities existing prior to the date of this Article shall be permitted to operate and maintain an existing grease/oil/grit interceptor provided such units are in good operating conditions, as determined by the Town Manager. The Town Manager will require an existing facility to install a new grease/oil/grit interceptor that complies with the requirements of the State of Virginia Plumbing Code, as amended, or to modify or repair any noncompliant plumbing or existing grease/oil/grit interceptor when any of the following conditions exist, at the determination of the Town Manager:

1. The facility is found to be contributing grease/oil/grit in quantities sufficient to cause line stoppages or necessitate increased maintenance on the wastewater collection system.

2. The facility does not have a grease/oil/grit interceptor.
3. The facility has an irreparable or defective grease/oil/grit interceptor.
4. Remodeling of the food preparation or kitchen waste plumbing system is performed which requires a plumbing permit to be issued.
5. Remodeling of the automotive establishment plumbing system is performed which requires a plumbing permit to be issued.
6. The facility is sold or undergoes a change of ownership.
7. The facility has a change of use from one business to another business.
8. The facility does not have plumbing connections to a grease/oil/grit interceptor in compliance with the requirements of this Article. Existing food and automotive service businesses must comply with this Article within six (6) months after the effective date of this Article. Upon written application to the Town Council, this period may be extended up to three (3) additional months, if, in the opinion of the Town Council, it can be demonstrated that unique hardship conditions exist in implementing the program.

§ 5.03.030 Waivers

The Town Manager reserves the right to waive portions of this Article, including the Design, Sizing, Construction and Installation Requirements as identified in the Water & Sewer Supplemental Regulations, at his/her discretion. If a properly sized grease interceptor cannot be accommodated within the property of the existing establishments, a waiver may be requested from the Town Manager. For existing establishments, the establishment shall demonstrate to the satisfaction of the Town Manager that the installation of a grease interceptor would be unfeasible and/or would cause an undue hardship in the utilization of the building as a food service establishment. The establishment seeking the waiver shall submit a written request to the Town Manager detailing the reasons and issues supporting the waiver request. The establishment will still be required to comply with all other provisions of this Article. A waiver shall not relieve the establishment of the requirement to use waste oil barrels to dispose of waste cooking grease. For any establishment granted a waiver that fails to comply with provisions of this Article, the Town reserves the right to require the establishment to install a grease interceptor or pay fees for noncompliance, as well as terminate service.

§ 5.03.040 Exceptions

Exceptions to the requirement to install a grease interceptor shall be allowed under the following conditions:

1. Establishments that use disposable service ware and have less than twenty-five (25) seats will not be required to install a grease interceptor. This exception does not apply to commercial kitchens. The establishment shall write a letter to the Town Manager stating fixtures, seat counts and certifying usage of disposable service ware and stating they shall comply

with all provisions of this Article.

2. A single-family residence shall not be required to install a grease interceptor unless such residence has been converted for commercial food preparation use.
3. Single service kitchens with no food preparation (heat and serve only), and which use only disposable service ware, will not be required to install a grease interceptor. The establishment will be required to submit a letter to the Town Manager stating the number of fixtures, seat count, and certify usage of disposable service ware, and shall comply with all of the other provisions of this Article.

§ 5.03.040 Design, Sizing, Construction and Installation of Pretreatment Devices

All pre-treatment devices shall comply with the Town's design, sizing, construction, and installation requirements, as set forth in the Town Code or any Water & Sewer Supplemental Regulations adopted by the Town Council.

§ 5.03.050 User Responsibilities

1. It is the responsibility of the user to ensure compliance with the Town's discharge limitations as specified in this Ordinance.
2. Hazardous wastes, such as acids, strong cleaners, pesticides, herbicides, paint solvents, or gasoline, must not be disposed of in such a manner as to pass through the grease/grit interceptor.
3. Commercial dishwashers that use detergents and elevated water temperatures that will melt grease must be designed to prevent grease from passing through the grease interceptor and into the collection system.
4. Enzymes, solvents, and emulsifiers that can change the form of grease, allowing it to be carried out of the interceptor and deposited in the treatment works are not permitted to be discharged through a grease interceptor. Biological treatment systems must be pre-approved by the Town Manager.
5. Where fats, oil and grease are by-products of food preparation and/or cleanup, reasonable efforts shall be made to separate waste fats, oil and grease into a separate container for proper disposal. Such waste must be disposed of in containers provided by grease rendering companies for recycling or disposal by a water hauler. Collection containers must be present on the property at all times. Access to such containers should be limited to employees and haulers only. Containers should be labeled to include the facility's name and hauler information.

§ 5.03.060 Maintenance of Pretreatment Devices

The user is responsible for maintaining grease interceptors in a continuous, satisfactory, and effective operation as prescribed in the Plumbing Code, including inspecting the interceptor, making repairs, and adding additional apparatus if necessary. The user must have the grease/grit interceptor serviced, including pumping, cleaning, and inspection, by a waste hauler at a minimum of every ninety (90) days. More frequent service may be required depending on the volume of discharged waste. In addition, grease traps must be serviced by the food establishment's staff at a minimum of weekly intervals. Maintenance shall include the complete removal of all contents, including floatable materials, wastewater, sludge, and solids. Separation, decanting, or back flushing of the interceptor or its wastes is prohibited. Maintenance of interceptors with grease or solids accumulation shall not exceed twenty-five percent (25%) of the total operating hydraulic depth of the interceptor. No interceptor waste shall be discharged directly into the treatment works.

§ 5.03.070 Inspections

The Town may conduct mandatory inspections at a minimum of once a year and at other times as the Town deems necessary, at its sole discretion. All establishments shall be open and available to inspections at all times during normal business hours. If grease or grit is responsible for a sewer blockage, inspections of all upstream food service and automotive service establishments will be conducted. Access to all interceptors shall be maintained in a manner that is free and open to inspection at all times.

§ 5.03.080 Maintenance Records for Pretreatment Devices

The user of the grease/grit interceptor shall be required to maintain cleaning and maintenance records. Cleaning records shall include at a minimum the date and time the cleaning is performed, the volume removed and the initials of the individual who performed the cleaning. Maintenance records shall include the type of maintenance performed, the date and time performed, and the initials of the individual who performed the maintenance. Invoices for contracted services shall be maintained and kept with maintenance records. All cleaning and maintenance records shall be maintained for a minimum of five (5) years.

§ 5.03.090 Prohibitions and Violations

No user shall contribute or cause to be contributed into the sanitary sewer system the following:

1. Hot water running continuously through a grease interceptor.

2. Discharge of concentrated alkaline or acidic solutions.
3. Discharge of concentrated detergents, emulsifiers, de-emulsifiers, surface active agents, enzymes, degreasers, solvents or any type of product that will liquefy grease interceptor wastes.
4. Discharge of any substance that may cause excessive foaming in the sanitary sewer system.
5. Discharge of pure waste fats, oils, and grease directly into an interceptor from a pan, vat, pot, or any similar device.
6. Discharge of any substance capable of passing the solid or semi-solid contents of the grease interceptor to the treatment works.
7. Discharge of any hazardous waste, including concentrated cleaners, pesticides, herbicides, paints, solvents, gasoline, or other petroleum products.

It shall be a violation of this program for any person to:

1. Modify an interceptor without consent from the Town Manager.
2. Falsify maintenance or design records.
3. Not provide maintenance or design records.
4. Discharge toilets, urinals, and other similar fixtures through a grease interceptor.

§ 5.03.100 Violations and Enforcement

Whenever the Town finds that any user has violated this Article, the Town may serve upon the user a written notice stating the nature of the violation. Within thirty (30) days of said notice, a plan for the satisfactory correction of the violation shall be submitted to the Town. All costs incurred by the Town for cleaning sewers downstream of a device failing to meet the Town’s Sewer Ordinance shall be billed to the account of the customer causing the obstruction.

In addition, fines shall be imposed as identified below:

| <i>VIOLATIONS</i> | <i>1st Offense</i> | <i>2nd Offense (Within a 12 month period)</i> | <i>3rd Offense (Within a two- Year period)</i> | <i>Fourth & Subsequent Offense (Not to Exceed from the same operative set of facts)</i> |
|--|---------------------------|--|---|--|
| -Failure to Maintain On-Site Records; -Inspection Hindrance (equipment related); -Failure to Properly Clean Interceptor (excess of 25% full) | Warning Letter | \$100 | \$150 | \$3,000 |

| | | | | | |
|--|---------------------------------|------------------------|------------------------|---|---|
| -Interceptors in Excess of 75% Full; - Failure to Maintain Interceptor Other than Cleaning - Falsification of Maintenance or Cleaning Records and Noncompliance with Policy and Program (Criminal misdemeanor charges may also be filed) | Warning Letter | \$100 | \$150 | \$3,000 termination of service | + |
| Source of Sewer Blockage | Warning Letter & Clean up Costs | \$100 + Clean up Costs | \$150 + Clean up Costs | \$3,000 + Clean Up Costs + Termination of Service | |
| Refusal for Inspection | Termination of Service | | | | |

This ORDINANCE ESTABLISHING WASTEWATER REGULATIONS RELATED TO FATS, OIL AND GREASE was approved this ____ day of _____ 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor

Attest:

India Adams-Jacobs, Town Manager/ Clerk of the Council

Town of Bowling Green, Virginia

**RESOLUTION ADOPTING SUPPLEMENTAL WASTEWATER REGULATIONS
RELATED TO FATS, OIL AND GREASE**

Resolved that the Town Council for the Town of Bowling Green, Virginia hereby adopts the following supplemental regulations:

SUPPLEMENTAL WASTEWATER REGULATIONS RELATED TO FATS, OIL AND GREASE

Chapter 5, Article 5.03 of the Town Code contains the requirements associated with the Town's Grease, Oil and Grit Interceptor Program. This supplemental regulation establishes the design, sizing, construction and installation requirements for the associated pretreatment devices.

Design, Construction and Installation of Pretreatment Devices

- A. Design, sizing calculations, construction details and location of pretreatment devices must be shown on sewer plans and certified by a Professional Engineer licensed by the Commonwealth of Virginia, must be submitted for review and approval by the Town Administrator and must be in accordance with the manufacturer's instructions and the requirements within the Town's Sewer Ordinance and/or these regulations. The Town Administrator will check the sizing calculations and construction details for general compliance with these guidelines. Discrepancies or inadequacies shall be identified in review comments, and must be fully addressed by the applicant's engineer prior to the Town's approval of the construction plans. The grease interceptor shall be designed to meet the Town's Sewer Ordinance limit for maximum oil and grease content at all times of discharge. The following features must be incorporated:
1. All grease bearing waste streams must be routed through an appropriate grease interceptor, including: three-compartment sinks, pot/pan sinks, soup kettles, hand washing sinks, dishwashers, mop sinks and floor drains. Drains that receive clear waste only, such as from ice machines and condensate from coils, may be plumbed to the sanitary system without passing through the grease interceptor with the condition that the receiving drain is a hub type that is a minimum of two inches above the finished floor.
 2. The detention time must be a minimum of thirty (30) minutes based on peak instantaneous flow (or maximum probable flow using total drainage fixture units) or of eight (8) hours based on average flow, but not too excessive to cause septicity and significant odor problems. Calculations shall be shown on the sewer plans.
 3. The interceptor shall be partitioned and piped to provide at least two (2) skimming chambers.

4. The interceptor shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. It shall be of substantial construction and shall meet AASHTO H-20 loading criteria for locations subject to traffic loads. The structure shall be made watertight through bituminous coatings, joint gaskets, and pipe connection gaskets/seals. The number of access hatches/tubes shall be sufficient to permit adequate access for viewing and maintaining/cleaning out the interceptor.
5. When multiple tanks are authorized to be installed by the Town Administrator, the tanks must be connected in a series by placing them next to each other.
6. The effluent leaving the grease interceptor shall not have total oil and grease concentration, as determined by proper laboratory analytical methods, in excess of the discharge limit specified in the Town's Sewer Ordinance.
7. The interceptor shall be properly vented to allow for flow through the unit without creating potential odor problems. Interceptors should be placed a minimum of 20 feet from outdoor dining areas for odor control.
8. Grease interceptors must be installed at a minimum distance of ten (10) feet from sinks and dishwashers to allow for adequate cooling of the wastewater. Water temperatures must be less than 150 degrees prior to entering grease interceptors. The temperature at the flow control device inspection port shall be considered equivalent to the temperature of the influent.
9. Grease interceptors shall be equipped with a clean-out on the outside of the interceptor in both the influent and effluent pipes and a clean-out on the service line at the property line.
10. Manhole rings and covers shall not be less than twenty-four (24) inches in diameter. They shall be installed for each compartment to facilitate easy access for cleaning and inspection. The manholes lids shall be placed in such a manner that all internal piping is accessible for maintenance and inspection. The cover shall be at or near finished grade unless a grease interceptor design criterion requires an alternative size.
11. The influent shall enter each chamber below the static water level and the effluent shall discharge from below the static water level of the chamber.
12. An effluent sampling port shall be provided at the exit pipe or each interceptor where the interceptor effluent can be sampled prior to combining with other untreated flows.
13. The grease interceptor shall be installed on the user's property and in a location outside of the user's establishment, which provides access for inspection, cleaning, and maintenance, including plumbing. All interceptors shall be installed by a licensed State of Virginia Plumbing Contractor.
14. All liquid waste lines in food preparation areas shall discharge through the grease interceptor, except lines from restroom facilities, cooling unit condensate, and ice makers.
15. The minimum size of a grease interceptor shall be determined according to the type of operating facility, but shall not have a total liquid capacity of less than seven hundred and fifty (750) gallons, unless the grease interceptors' design criteria qualifies for the need of an alternative size.
16. These requirements are applicable to all commercial food service and automobile service establishments, including those that are undergoing (a) new construction; (b) interior remodeling to accommodate expansion or operational modifications; (c) changes of ownership/occupancy or (d) facilities which may be experiencing

difficulty in achieving compliance with maintenance and/or wastewater discharge limitations.

- B. The construction and/or installation of a grease/oil/grit interceptor must meet the following installation conditions:
1. Shop drawings and/or a catalogue cut for the selected unit must be submitted for the Town Administrator's review prior to the project's construction permit being executed. The Town Administrator will determine whether the selected unit meets the intent of the plans. Discrepancies and inadequacies will be identified by the Town Administrator and must be addressed prior to installation. The Town Administrator may allow the construction permit to be executed before a specific unit has been selected. In such cases, the applicant will be responsible for providing the submittal and addressing any comments in advance of ordering the device.
 2. The Town Administrator will review devices for compliance with approved shop drawings and/or catalogue cuts and shall oversee testing for water tightness.

Sizing Requirements for Pretreatment Devices for Food Service Establishments

Sizing methods described herein are provided to determine the grease interceptor/pretreatment facility size that will afford the Town's treatment works a minimum degree of protection against grease and other obstructing materials. Sizing determinations are based on operational data provided by the user. In approving a user's plumbing or grease interceptor design, the Town does not accept liability for the failure of the system to adequately treat wastewater to achieve effluent quality requirements specified under the Town's Sewer Ordinance or these regulations. It is the responsibility of the user to ensure the appropriate level of treatment necessary for compliance with the Town's Sewer Ordinance and the other applicable local, state or federal requirements. Minimum acceptable grease interceptor sizing shall be accomplished as follows:

Grease Interceptor Sizing Formulas: It is the responsibility of the user to ensure the wastewater discharged from their facility is in compliance with the Town's discharge limitations.

Alternate Sizing Formula/Proposal: Food service establishments that propose the use of alternate sizing techniques and/or procedures that result in calculations of less than the minimum specification requirements or are less than the minimum seven hundred fifty (750) gallon sized requirements, must submit formulas and other basis to support the proposed grease interceptors' size/installation. Said submission should provide documentation of the system's ability to meet effluent quality requirements. The submission must be signed by a Professional Engineer licensed by the Commonwealth of Virginia and shall include calculations and justification for the nonstandard installation. Submission will be considered on an individual basis.

Sizing Requirements for Pretreatment Devices for Automobile Service Establishments and Car Washes

The following sizing requirements are applicable to all automobile repair service establishments and car washes:

Car Washes:

1. Where automobiles are washed, including detail shops utilizing hand-wash practices, separators shall have a minimum capacity of one thousand (1,000) gallons for the first bay, with an additional five hundred (500) gallons of capacity for every other bay.
2. An effluent sample port shall be provided for all traps.

Automotive Repair Facilities (Garage and Service Stations):

1. Where automobiles are service, greased, or repaired or where gasoline is dispensed, oil/water separators shall have a minimum capacity of five hundred (500) gallons for the first one thousand (1,000) square feet of area to be drained, plus two hundred fifty (250) gallons for each additional one thousand (1,000) square feet of area to be drained into the separator.
2. Parking garages in which servicing, repairing, or washing is not conducted, and in which gasoline is not dispensed shall not require a separator. Areas of commercial garages utilized only for the storage of automobiles are not required to be drained through a separator.

Adopted this ___ day of _____, 2026 by the Bowling Green Town Council.

By: _____
Hon. Tina Gambill, Mayor

Attest:

India Adams-Jacobs, Town Manager/Clerk of the Council

VOTES:

Ayes:

Nays:

Absent:

Abstain:



MEMORANDUM

TO: The Honorable Mayor & Town Council
FROM: Hope Toliver, Director of Finance & Town Treasurer
COPY: India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
DATE: February 5, 2026
SUBJECT: Healthcare Insurance Premium Increase and Cost-Sharing Options – FY26 & FY27

SUMMARY:

The Town Council is requested to provide direction on how to address the upcoming increase in healthcare insurance premiums for 2026-2027. Staff are presenting three options for consideration: absorbing 100%, 50%, or 0% of the increase. For background, the Town Manager and Treasurer were notified by County staff of the County's Board of Supervisors' action to absorb 100% of the related healthcare increases on January 14, 2026. Open enrollment ends on February 17th, so a decision is needed to provide staff with direction and guidance prior to selecting healthcare plans for the coverage period.

BACKGROUND:

The Town's healthcare insurance, provided through the County, has notified staff of an **11.5% premium increase**, effective March 1, 2026. The Town's current annual **employer** healthcare premium cost is **\$55,746.96 for five (5) enrolled employees**. The total annual increase associated with the new rates is **\$7,092.96**.

FISCAL IMPACT & ALTERNATIVES:

The estimated annual fiscal impact under each option is as follows:

Option 1: Town Absorbs 100% of Increase

- **Town Cost:** \$7,092.96 annually
- **Employee Impact:** No change to employee premium contributions
- **Budget Impact:** General Fund healthcare expenditures increase by \$7,092.96

Option 2: Town Absorbs 50% of Increase

- **Town Cost:** \$3,546.48 annually
- **Employee Impact:** \$3,546.48 annually (total).
- **Budget Impact:** Partial increase to General Fund expenditures

Option 3: Town Absorbs 0% of Increase

- **Town Cost:** \$0
- **Employee Cost:** \$7,092.96 annually (total)
- **Budget Impact:** No additional General Fund impact



CONSIDERATIONS:

- Employee recruitment and retention
- Employee affordability of healthcare benefits
- Ongoing General Fund sustainability
- Consistency with prior Council actions regarding benefit cost-sharing

RECOMMENDATION:

Staff recommend Option 1, which absorbs 100% of the health insurance premium increase. This option preserves employee benefits, avoids financial burden on staff, and supports employee recruitment and retention. While it requires an increase in General Fund expenditure, staff believe this approach aligns with the Town’s Council’s strategic priorities to maintain an excellent town staff that is well-trained, appropriately compensated, has development opportunities, and demonstrates a dedication to public service.

OPTION 1: Town Absorbs 100% Increase

| 2025-2026 Rates | | | | | | | |
|------------------------|----------------------|------------|---------------------|---------------------|--------------------|---------------|---------------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
| Healthkeepers 25 | Employee Only | 4 | \$ 904.80 | \$ 830.68 | \$ 74.12 | 92% | 8% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,752.34 | \$ 1,497.57 | \$ 254.77 | 85% | 15% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,533.70 | \$ 1,322.86 | \$ 210.84 | 86% | 14% |
| Healthkeepers 25 | Family | 0 | \$ 2,760.69 | \$ 2,185.33 | \$ 575.36 | 79% | 21% |
| Annual Subtotal | | 5 | \$ 61,834.80 | \$ 55,746.96 | \$ 6,087.84 | 90% | 10% |

| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
|----------------|----------------------|------------|-------------|-------------|-------------|---------------|---------------|
| KeyCare25 | Employee Only | 0 | \$ 1,073.05 | \$ 843.05 | \$ 230.00 | 79% | 21% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,074.58 | \$ 1,521.27 | \$ 553.31 | 73% | 27% |
| KeyCare25 | Employee Plus Child | 0 | \$ 1,816.20 | \$ 1,343.63 | \$ 472.57 | 74% | 26% |
| KeyCare25 | Family | 0 | \$ 3,264.99 | \$ 2,222.41 | \$ 1,042.58 | 68% | 32% |

| 2026-2027 Rates - OPTION 1 | | | | | | | | EE Change | |
|----------------------------|----------------------|------------|---------------------|---------------------|--------------------|---------------|---------------|---------------|-----------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
| Healthkeepers 25 | Employee Only | 4 | \$ 1,008.59 | \$ 934.47 | \$ 74.12 | 93% | 7% | \$0.00 | 0% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,953.33 | \$ 1,698.56 | \$ 254.77 | 87% | 13% | \$0.00 | 0% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,709.62 | \$ 1,498.78 | \$ 210.84 | 88% | 12% | \$0.00 | 0% |
| Healthkeepers 25 | Family | 0 | \$ 3,077.34 | \$ 2,501.98 | \$ 575.36 | 81% | 19% | \$0.00 | 0% |
| Annual Subtotal | | 5 | \$ 68,927.76 | \$ 62,839.92 | \$ 6,087.84 | 91% | 9% | \$0.00 | 0% |

| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
|----------------|----------------------|------------|-------------|-------------|-------------|---------------|---------------|--------|----|
| KeyCare25 | Employee Only | 0 | \$ 1,196.13 | \$ 966.13 | \$ 230.00 | 81% | 19% | \$0.00 | 0% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,312.54 | \$ 1,759.23 | \$ 553.31 | 76% | 24% | \$0.00 | 0% |
| KeyCare25 | Employee Plus Child | 0 | \$ 2,024.53 | \$ 1,551.95 | \$ 472.57 | 77% | 23% | \$0.00 | 0% |
| KeyCare25 | Family | 0 | \$ 3,639.49 | \$ 2,596.91 | \$ 1,042.58 | 71% | 29% | \$0.00 | 0% |

OPTION 2: Town Absorbs 50% Increase



| 2025-2026 Rates | | | | | | | |
|------------------------|----------------------|------------|---------------------|---------------------|--------------------|---------------|---------------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
| Healthkeepers 25 | Employee Only | 4 | \$ 904.80 | \$ 830.68 | \$ 74.12 | 92% | 8% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,752.34 | \$ 1,497.57 | \$ 254.77 | 85% | 15% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,533.70 | \$ 1,322.86 | \$ 210.84 | 86% | 14% |
| Healthkeepers 25 | Family | 0 | \$ 2,760.69 | \$ 2,185.33 | \$ 575.36 | 79% | 21% |
| Annual Subtotal | | 5 | \$ 61,834.80 | \$ 55,746.96 | \$ 6,087.84 | 90% | 10% |
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
| KeyCare25 | Employee Only | 0 | \$ 1,073.05 | \$ 843.05 | \$ 230.00 | 79% | 21% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,074.58 | \$ 1,521.27 | \$ 553.31 | 73% | 27% |
| KeyCare25 | Employee Plus Child | 0 | \$ 1,816.20 | \$ 1,343.63 | \$ 472.57 | 74% | 26% |
| KeyCare25 | Family | 0 | \$ 3,264.99 | \$ 2,222.41 | \$ 1,042.58 | 68% | 32% |

| 2026-2027 Rates - OPTION 2 | | | | | | | | EE Change (Increase) | |
|----------------------------|----------------------|------------|---------------------|---------------------|--------------------|---------------|---------------|----------------------|------------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
| Healthkeepers 25 | Employee Only | 4 | \$ 1,008.59 | \$ 882.58 | \$ 126.02 | 88% | 12% | \$ 51.90 | 70% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,953.33 | \$ 1,598.07 | \$ 355.27 | 82% | 18% | \$ 100.50 | 39% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,709.62 | \$ 1,410.82 | \$ 298.80 | 83% | 17% | \$ 87.96 | 42% |
| Healthkeepers 25 | Family | 0 | \$ 3,077.34 | \$ 2,343.66 | \$ 733.69 | 76% | 24% | \$ 158.33 | 28% |
| Annual Subtotal | | 5 | \$ 68,927.76 | \$ 59,293.44 | \$ 9,634.32 | 86% | 14% | \$ 3,546.48 | 58% |
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
| KeyCare25 | Employee Only | 0 | \$ 1,196.13 | \$ 904.59 | \$ 291.54 | 76% | 24% | \$ 61.54 | 27% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,312.54 | \$ 1,640.25 | \$ 672.29 | 71% | 29% | \$ 118.98 | 22% |
| KeyCare25 | Employee Plus Child | 0 | \$ 2,024.53 | \$ 1,447.80 | \$ 576.74 | 72% | 28% | \$ 104.17 | 22% |
| KeyCare25 | Family | 0 | \$ 3,639.49 | \$ 2,409.66 | \$ 1,229.83 | 66% | 34% | \$ 187.25 | 18% |

OPTION 3: Town Absorbs 0% of Increase

| 2025-2026 Rates | | | | | | | |
|------------------------|----------------------|------------|---------------------|---------------------|--------------------|---------------|---------------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
| Healthkeepers 25 | Employee Only | 4 | \$ 904.80 | \$ 830.68 | \$ 74.12 | 92% | 8% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,752.34 | \$ 1,497.57 | \$ 254.77 | 85% | 15% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,533.70 | \$ 1,322.86 | \$ 210.84 | 86% | 14% |
| Healthkeepers 25 | Family | 0 | \$ 2,760.69 | \$ 2,185.33 | \$ 575.36 | 79% | 21% |
| Annual Subtotal | | 5 | \$ 61,834.80 | \$ 55,746.96 | \$ 6,087.84 | 90% | 10% |
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share |
| KeyCare25 | Employee Only | 0 | \$ 1,073.05 | \$ 843.05 | \$ 230.00 | 79% | 21% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,074.58 | \$ 1,521.27 | \$ 553.31 | 73% | 27% |
| KeyCare25 | Employee Plus Child | 0 | \$ 1,816.20 | \$ 1,343.63 | \$ 472.57 | 74% | 26% |
| KeyCare25 | Family | 0 | \$ 3,264.99 | \$ 2,222.41 | \$ 1,042.58 | 68% | 32% |

| 2026-2027 Rates - Option 3 | | | | | | | | EE Change (Increase) | |
|----------------------------|----------------------|------------|---------------------|---------------------|---------------------|---------------|---------------|----------------------|-------------|
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
| Healthkeepers 25 | Employee Only | 4 | \$ 1,008.59 | \$ 830.68 | \$ 177.91 | 82% | 18% | \$ 103.79 | 140% |
| Healthkeepers 25 | Employee Plus Spouse | 0 | \$ 1,953.33 | \$ 1,497.57 | \$ 455.76 | 77% | 23% | \$ 200.99 | 79% |
| Healthkeepers 25 | Employee Plus Child | 1 | \$ 1,709.62 | \$ 1,322.86 | \$ 386.76 | 77% | 23% | \$ 175.92 | 83% |
| Healthkeepers 25 | Family | 0 | \$ 3,077.34 | \$ 2,185.33 | \$ 892.01 | 71% | 29% | \$ 316.65 | 55% |
| Annual Subtotal | | 5 | \$ 68,927.76 | \$ 55,746.96 | \$ 13,180.80 | 81% | 19% | \$ 7,092.96 | 117% |
| Plan Selection | Coverage Level | Enrollment | Total | ER | EE | ER Cost Share | EE Cost Share | \$ | % |
| KeyCare25 | Employee Only | 0 | \$ 1,196.13 | \$ 843.05 | \$ 353.08 | 70% | 30% | \$ 123.08 | 54% |
| KeyCare25 | Employee Plus Spouse | 0 | \$ 2,312.54 | \$ 1,759.23 | \$ 791.27 | 76% | 34% | \$ 237.96 | 43% |
| KeyCare25 | Employee Plus Child | 0 | \$ 2,024.53 | \$ 1,551.95 | \$ 680.90 | 77% | 34% | \$ 208.33 | 44% |
| KeyCare25 | Family | 0 | \$ 3,639.49 | \$ 2,596.91 | \$ 1,417.08 | 71% | 39% | \$ 374.50 | 36% |



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Hope Toliver, Finance Director/Town Treasurer; Tomeka Morgan, Financial Consultant

COPY: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Clerk

DATE: February 5, 2026

RE: Budget Amendment- Supplemental Appropriations for Cleanup Entries

The purpose of this memorandum is to request approval of a budget amendment in the amount of \$402,441.03 to provide supplemental appropriations necessary to complete year-end cleanup entries for the Town of Bowling Green.

During the ongoing review of the Town's financial records, certain accounts were identified that require adjustment to properly align expenditures and revenues with generally accepted accounting principles (GAAP) and to ensure accurate financial reporting. These cleanup entries are primarily the result of timing differences, reclassification of expenditures, and the correction of accounting posting discrepancies. No new programs or services are being initiated as part of this amendment.

The proposed supplemental appropriations will allow staff to record these adjustments appropriately within the affected funds and departments, ensuring that account balances accurately reflect actual financial activity. The amendments are either revenue-neutral in nature or are supported by available fund balances. Approval of this budget amendment will allow the Town to maintain transparent and accurate financial records and will support the completion of audits and other financial reporting requirements.

Staff respectfully recommends approval of the attached budget amendment as presented.

Please let me know if additional information or clarification is needed.

Town of Bowling Green, Virginia

Budget Amendment – Supplemental Appropriations

(Code of Virginia §15.2-2507)

Fiscal Year: 2025-2026

Budget Amendment No.: 1

Date Presented to Council: 2/05/2026

Purpose

To approve supplemental appropriations of \$402,441.03 as authorized under **§15.2-2507 of the Code of Virginia** to record cleanup entries necessary for accurate financial reporting and compliance with generally accepted accounting principles (GAAP).

Background

As part of the Town’s ongoing financial review and year-end close process, certain accounts require adjustment to properly reflect revenues and expenditures. These cleanup entries address timing differences, reclassifications, and corrections of prior posting discrepancies. No new programs, services, or positions are created because of this amendment.

Budget Amendment Detail

| Fund | Department | Account | Description | Increase | Decrease |
|-------------|-------------------|----------------|--------------------|-----------------|-----------------|
| 100 | 12110 | 1150 | PT Salaries/Wages | 44,615.16 | |
| 100 | 12110 | 1150 | PT Salaries/Wages | | 27,687.00 |
| 100 | 12110 | 1101 | Salaries/Wages | 27,000.00 | |
| 100 | 12110 | 2210 | VRS | 3,885.26 | |
| 100 | 12110 | 2220 | | 135.07 | |
| 100 | 12110 | 2400 | Group Life | 318.67 | |
| 100 | 12110 | 2100 | FICA | | 2,118.05 |
| 100 | 12110 | 2100 | FICA | 2,065.50 | |
| 100 | 12110 | 1150 | PT Salaries/Wages | 8,846.93 | |
| 100 | 43100 | 1101 | Salaries/Wages | | 42,480.00 |
| 100 | 43100 | 2210 | VRS | | 6,001.88 |
| 100 | 43100 | 2220 | Hybrid Retirement | | 5,315.54 |
| 100 | 43100 | 2400 | Group Life | | 574.06 |
| 100 | 43100 | 2100 | FICA | | 3,277.26 |
| 100 | 43100 | 1101 | Salaries/Wages | 7,674.43 | |
| 100 | 12110 | 1150 | PT Salaries/Wages | 2,714.37 | |
| 100 | 43100 | 1101 | Salaries/Wages | 2,714.37 | |

| | | | | | |
|-----|--------|------|---------------------|----------|-----------|
| 100 | 41050 | 500 | Transfer from Water | | 4,314.55 |
| 100 | 41050 | 520 | Transfer from Sewer | | 8,201.42 |
| 500 | 500100 | 1101 | Salaries/Wages | | 14,280.00 |
| 500 | 500100 | 1101 | Salaries/Wages | 9,000.00 | |
| 500 | 500100 | 2210 | VRS | | 2,000.63 |
| 500 | 500100 | 2210 | VRS | 1,295.09 | |
| 500 | 500100 | 2220 | Hybrid Retirement | | 1,771.85 |
| 500 | 500100 | 2220 | Hybrid Retirement | 45.02 | |
| 500 | 500100 | 2400 | Group Life | | 191.35 |
| 500 | 500100 | 2400 | Group Life | 106.22 | |
| 500 | 500100 | 2100 | FICA | 688.50 | |
| 500 | 500100 | 2100 | FICA | | 1,092.42 |
| 500 | 500100 | 1101 | Salaries/Wages | 1,172.50 | |
| 500 | 500100 | 1101 | Salaries/Wages | 2,714.37 | |
| 500 | 93100 | 100 | Transfer to General | 4,314.55 | |
| 520 | 500100 | 1101 | Salaries/Wages | | 14,280.00 |
| 520 | 500100 | 1101 | Salaries/Wages | 9,000.00 | |
| 520 | 500100 | 2210 | VRS | | 2,000.63 |
| 520 | 500100 | 2210 | VRS | 1,295.09 | |
| 520 | 500100 | 2220 | Hybrid Retirement | | 1,771.85 |
| 520 | 500100 | 2220 | Hybrid Retirement | 45.02 | |
| 520 | 500100 | 2400 | Group Life | | 191.35 |
| 520 | 500100 | 2400 | Group Life | 106.22 | |
| 520 | 500100 | 2100 | FICA | 688.50 | |
| 520 | 500100 | 2100 | FICA | | 1,092.42 |
| 520 | 93100 | 100 | Transfer to General | 8,201.42 | |

Note: To move salaries from vacant position - Community Development for contracted services

| | | | | | |
|-----|--------|------|---------------------|------------|------------|
| 500 | 500100 | 3410 | Contracted Services | 150,000.00 | |
| 500 | 41050 | 500 | Use of Fund Balance | | 150,000.00 |

Note: To increase contracted services for Webb & Associates

| | | | | | |
|-----|-------|------|-----------------------|-----------|-----------|
| 100 | 12410 | 3150 | Professional Services | 70,000.00 | |
| 100 | 41050 | 0002 | Use of Fund Balance | | 70,000.00 |

Note: To increase contracted services for professional services contract with CyM

| | | | | | |
|-----|--------|------|----------------|------------|-----------|
| 500 | 500100 | 6022 | Water Testing | 116,000.00 | |
| 500 | 20111 | 100 | State Revenues | | 87,000.00 |

| | | | | | |
|---|--------|------|-------------------------|-----------|-----------|
| 500 | 41050 | 500 | Use of Fund Balance | | 29,000.00 |
| <i>Note: To increase contracted services for water testing with Stantec, 75% paid by a state grant</i> | | | | | |
| 320 | 31100 | 3600 | Marketing | 2,500.00 | |
| 320 | 31100 | 3500 | Printing | 1,500.00 | |
| 320 | 32100 | 100 | EDA Loans & Grants | 2,500.00 | |
| 320 | 41050 | 0060 | Use of Fund Balance | | 6,000.00 |
| <i>Note: Use of EDA Fund balance to allow for FY 26 expenditures</i> | | | | | |
| 500 | 500100 | 5210 | Mailing Cost | 451.52 | |
| 500 | 500100 | 5210 | Mailing Cost | 4,741.84 | |
| 520 | 500100 | 5210 | Mailing Cost | 4,741.84 | |
| 500 | 41050 | 500 | Use of Fund Balance | | 5,193.36 |
| 520 | 41050 | 0002 | Use of Fund Balance | | 4,741.84 |
| 100 | 12410 | 5210 | Postage | 3,044.12 | |
| 100 | 12410 | 5210 | Postage | 400.00 | |
| 100 | 12110 | 3100 | Contingency | | 3,444.12 |
| <i>Note: To increase mailing and postage costs for increase in mailings. Use of contingency and fund balance.</i> | | | | | |
| 100 | 40407 | 100 | Grant | | 4,000.00 |
| 100 | 12410 | 1200 | PT Salaries/Wages | 3,694.00 | |
| 100 | 12410 | 2100 | FICA | 306.00 | |
| <i>Note: To increase Finance PT salaries for intern, grant funded</i> | | | | | |
| 100 | 12410 | 3600 | Late Fees and Penalties | 6,516.84 | |
| 100 | 41050 | 0002 | Use of Fund Balance | | 6,516.84 |
| <i>Note: To cover increased late fees and penalties for IRS payables, use of fund balance</i> | | | | | |
| 100 | 12410 | 3120 | Audit | 36,544.87 | |
| 100 | 41050 | 0002 | Use of Fund Balance | | 36,544.87 |
| <i>Note: To cover increased audit charges due to multi year audit completion, use of fund balance</i> | | | | | |

Source of Funding

Pursuant to §15.2-2507, the supplemental appropriations are funded by:

- Unanticipated Revenues of \$91,000
- Available Fund Balance of \$307,996.91 (General - \$113,061.71, EDA - \$6,000, Water - \$184,193.36, and Sewer - \$4,741.84)
- Transfer Between Funds of net \$0
- Other Authorized Source of Contingency usage of \$3,444.12

Fiscal Impact

This amendment is both revenue neutral and supported by available fund balance and does not adversely affect the Town's overall financial position. The amendment is administrative in nature and intended to ensure accurate financial reporting.

Recommended Action

Staff recommend that Town Council approve the supplemental appropriations as presented.



TO: The Honorable Mayor and Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

COPY: Hope Toliver, Finance Director/Treasurer; Jeff Gore; Town Attorney

DATE: February 5, 2026

SUBJECT: Extension of Contracted Financial Services

BACKGROUND:

The Town contracted with CyM Financial Services in 2025 to assist with the FY24 & FY25 audit, as the Town Manager was rebuilding the Finance Department by hiring a new director, implementing new financial software, and catching up on three overdue audits.

Additional requirements are pending for audits in FY23, FY24, and FY25. Also, the Town must ensure it meets its grant and loan requirements by having audits completed by this May. Failure to meet critical deadlines puts the Town at risk of non-compliance and potential loss of state and federal funding.

Extending the contract for CyM will cover unanticipated work required by the auditors and provide financial services to the Town in support of recent State funding awards related to closing infrastructure projects. CyM's services will also continue to provide valuable input to our financial advisors in handling emergencies and expertise in short and long-term planning.

For these additional duties, Staff recommends that the Town Council extend the contract amount for CyM from \$75,000 to \$145,000.

DRAFT MOTION

I move to support extending the contract for CyM Financial Services to \$145,000 for assistance with contracted financial services, as directed by the Town Manager.



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Jeffrey Smith, Deputy Clerk/Admin Assistant

DATE: February 5, 2026

RE: Resolution No. 2026-007 – Planning Commission Appointment

BACKGROUND

Pursuant to Section 2.16.010 of the Town Code, the Town Planning Commission is composed of five members, including one Town Council member and four at-large members. The Town Council member serves as a liaison between the Planning Commission and the Town Council, providing coordination, communication, and continuity between the two bodies on matters related to land use, planning initiatives, and long-range development. The term of the current Planning Commission Liaison has expired. To maintain compliance with the Town Code and ensure continued representation on the Planning Commission, a new appointment is required.

RECOMMENDATION

Staff recommends that the Town Council adopt Resolution #2026-007 to appoint a Town Council member to serve as the Planning Commission Liaison.

DRAFT MOTION

I move to adopt Resolution #2026-007, appointing Town Council member _____ to serve as the Planning Commission Liaison in accordance with Section 2.16.010 of the Town Code of the Town of Bowling Green for a term of year, retroactive to January 1, 2026- December 31, 2026.

Attachment: RESOLUTION NO. 2026-007



**TOWN of BOWLING GREEN
RESOLUTION**

2026 Planning Commission Appointment

WHEREAS, pursuant to Section 2.16.010 of the Town Code of the Town of Bowling Green, the Town Planning Commission shall consist of five members, including one Town Council member and four members appointed at-large; and

WHEREAS, the Town Council member serving on the Planning Commission functions as a liaison between the Town Council and the Planning Commission to promote coordination, communication, and continuity of municipal planning activities; and

WHEREAS, the term of the current Planning Commission Liaison has expired, necessitating the election of a Town Council member to fill this position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

The Town Council hereby appoints _____, a duly elected member of the Town Council, to serve as the Town Council appointee to the Planning Commission. The Planning Commission appointee shall serve in accordance with Section 2.16.010 of the Town Code and shall hold such position until the expiration of the applicable term from January 1, 2026, to December 31, 2026.

This Resolution was approved this 5th day of February 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor
Attest:

India Adams-Jacobs, Town Manager/Clerk

VOTES:
Ayes:

Nays:

Absent:

Abstain:



www.townofbowlinggreenva.gov

Food on the Move:

How to set up a food truck in the Town of Bowling Green



Scan me

Step

01

Know the Regs

Check the Town Website for rules and regulations so that you know the requirements. Scan the QR code above to get started!

Step

02

Business License

Contact the Bowling Green Finance Department to obtain a business license and meals tax form.

804-633-6212

Step

03

Location

Obtain property owner permission to set up shop.

Step

04

Feed the Masses!

Serve some food to our hungry folks!



TOWN OF BOWLING GREEN

P.O. Box 468
 117 Butler Street
 Bowling Green, VA 22427

804-633-6212

TEMPORARY MOBILE FOOD VENDING VEHICLE PERMIT

An approved copy of this permit and required attachments including an approved Virginia Health Dept permit must be kept on site at all times.

| APPLICANT | LOCATION |
|----------------|-----------------------|
| Name: | Proposed Site: |
| Address: | Zoning District: |
| Phone: | Date(s) of Operation: |
| Email: | Hours of Operation: |
| Business Name: | Type of Food Sold: |

APPLICABILITY

Per Town of Bowling Green Ordinance O-2025-001, temporary mobile food vending vehicles are permitted on properties zoned B-1 and B-2 Business District, subject to the approval of a Town permit. Any person who wishes to operate a temporary mobile vending vehicle on commercially zoned private property and is not part of a special event for no more than three (3) consecutive calendar days and no more than ten (10) calendar days per month must acquire an approved Town permit. Mobile food units permitted under an approved Special Events Application are exempt from these Zoning Regulations unless applicable under the Virginia Code.

RULES AND REGULATIONS

1. Property must be privately owned and zoned B-1 or B-2 Business District; or Town-owned public property.
2. Applicants must provide written permission from the property owner or owner's agent for each time and location of the unit on the property, which is planned, stating dates and hours of operation. A copy of this written permission must be submitted with the permit application.
3. The mobile vending vehicle must be a minimum of 100 feet from a residential zoning district.
4. Mobile vending vehicles must be a minimum of 100 feet from any brick-and-mortar restaurant.
5. Mobile vending vehicles shall not block sidewalks and must have a valid vehicle registration.
6. Mobile vending vehicles selling food must have a current, valid license from the Virginia Department of Health. A copy must be submitted with the permit application.
7. Mobile vending vehicles must have a current fire inspection certificate. A copy must be submitted with the permit application.
8. Mobile vending vehicle operators must provide a copy of a certificate of insurance with a minimum of \$1.0 million Comprehensive General Liability coverage.
9. Mobile vending vehicle operators must register with the Town of Bowling Green Finance Department and, when applicable under Virginia Code, obtain a Peddler's Business License and remit Meals Tax to the Town of Bowling Green Finance Department by the due date of the following month in which they are set up to sell in the Town of Bowling Green.
10. Mobile vending vehicle operators are responsible for cleanup around the unit and disposal of trash and grease and gray water disposal in an appropriate manner. No on-site grease or gray water disposal is allowed.
11. Operators must notify the zoning administrator immediately of any changes or issues encountered.

REQUIRED ATTACHMENTS

PROVIDED

DOCUMENT

- Property Owner Written Permission
- License from VDH
- Fire Inspection Certificate
- Certificate of Insurance (\$1.0 mil Comprehensive General Liability)

REQUIRED AUTHORIZED SIGNATURE

I certify the above information is true and correct to the best of my knowledge and agree to comply with the rules and regulations described above.

Authorized
 Signature:

Printed name:

Date: Application Fee: *\$70 (to be set and approved by Council, proposed by Planning Commission in November 2025)*

DEPARTMENT USE ONLY

Date Application
 Filed with the Town:

Approval: Approved Denied

Permit Number:

Signature of Zoning Administrator: